

Manual 24

Washington Coast Restoration and Resiliency Initiative Grant Program

February 2024



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2024 Schedule

Task	Date	Description
Grant Round Opens	January 22	Applicant submits Conceptual Project Form to Coast Salmon Partnership Salmon Recovery Portal technician.
Application Workshop	February 15	Online workshop provides information on how to apply.
Draft Project Proposal Due	March 14	Applicant completes draft application materials in PRISM.
Eligibility Notification	March 29	RCO notifies applicant whether project meets minimum eligibility standards.
Project Site Visits	April 24 to May 8 TBD	Technical Review Panel reviews presentation and conducts site visit with sponsor.
Review Comments Sent to Project Sponsor	May 23	Applicant receives Technical Review Panel comments on draft application and site visit.
Final Project Proposal Due	June 6	Applicant submits final application and comment responses in PRISM.
Project Scoring and Ranking	June 7 to July 12	Technical Review Panel evaluates project and develops a ranked list based on the evaluation process.
Draft Investment Plan Submitted and Sponsor Notified	August 5	Applicant notified of the project ranking. Ranked list provided to the Legislature for funding consideration.
Funding Notification	July 2025	Legislature awards funding, pending the 2025-2027 capital budget.

Section 1: Introduction

This section covers the following:

- ✓ The grant program
- ✓ Partner roles
- ✓ Where to get information

About Washington Coast Restoration and Resiliency Initiative

The mission of the Washington Coast Restoration and Resiliency Initiative (WCRRI) is to protect and restore ecosystems of the Washington Coast while promoting the resilience of coastal communities through job creation and hazard reduction.

In 2015, Governor Jay Inslee and the Washington State Legislature appropriated \$11.5 million in state capital funds to Washington Coast Restoration Initiative for family-wage jobs associated with habitat protection and restoration projects throughout Washington's Pacific Coast region. Subsequent years of successful funding prompted legislators to expand the breadth of the program to include funding for coastal resiliency. In 2019, the grant program's name was changed to Washington Coast Restoration and Resiliency Initiative to reflect the expanded mission. This program has consistently received \$10 million to \$12 million each biennium since inception.

Developed by a consortium of planners, grant managers, and restoration practitioners, WCRRI is a grassroots initiative jointly administered by the WCRRI Steering Committee and the Recreation and Conservation Office (RCO), which functions as the program administrator and fiscal agent. The steering committee adopts governing policies, sets project evaluation criteria, reviews project scoring and recommendations from the WCRRI Technical Review Panel, and approves a prioritized list of projects to be submitted to the Governor's Office and the Washington State Legislature for funding consideration.

Program Strategy

WCRRRI supports projects of regional importance that: (1) address the region's highest priority ecological protection and restoration needs while stimulating economic growth and creating jobs in coastal communities and (2) use cost-effective methods to substantially protect and restore ecosystem functions, goods, and services. Additional objectives of the program are to advance the skills and tools used for coastal restoration and to foster ecological and community resilience by reducing hazards and risk, providing guidance for land-use planners, and improving coastal infrastructure.

The most competitive grant proposals will do the following:

- Fully address the restoration need, hazard or risk, and community benefit
- Identify process-based solutions
- Take protection and/or restoration actions
- Communicate the effectiveness of their actions at increasing the resiliency of the ecosystem
- Provide employment opportunities for coastal communities

Each grant round is a new, open solicitation for projects that will be evaluated and scored against each other. Applicants with projects from previous grant rounds that were submitted to the state Legislature for funding but were not funded must reapply to be considered for funding. The scoring criteria will be included in the Request for Proposals, found on RCO's [WCRRRI website](#) at the start of the grant round.

Partner Roles

Coast Salmon Partnership

The Coast Salmon Partnership guides the long-term protection and restoration of Washington Coast's Pacific salmon and steelhead populations in some of their last best habitats in the contiguous United States. By working to restore their numbers toward historical population levels, the partnership helps coastal communities thrive by collaborating with partners to develop solutions that put people to work and ensure the long-term health of the region's iconic salmon and steelhead.

The Coast Salmon Partnership program director provides general support and guidance for team members and helps ensure regionwide consistency and success in meeting programmatic expectations. The program director is the liaison between RCO, the WCRRRI

Steering Committee, and the WCRRI Technical Review Panel including program reporting and overseeing implementation of policies.

RCO

RCO is a small state agency that manages multiple grant programs to create outdoor recreation opportunities, protect the best of the state's wildlife habitat and working farms and forests, and help return salmon and orca from near extinction. RCO provides staff and administrative support to WCRRI.

The RCO outdoor grants manager reviews all applications for eligibility and completeness and executes and administers grant agreements. The grants manager will help facilitate clear and open communication with the project sponsors, panel members, program managers, and others throughout the entire process, and will facilitate a better understanding of the funded projects and the grant program's overall success. The grants manager will be the primary point of contact from the project application development step in PRISM through project completion.

Technical Review Panel

The WCRRI Technical Review Panel, which is composed of public and private technical experts experienced in Washington State's coastal ecosystems, communities, and economies, provides a comprehensive review of WCRRI projects. Members of the team may include habitat biologists, restoration ecologists, environmental engineers, foresters, economists, marine resources specialists, local stakeholders, and the RCO grants manager (non-scoring). The panel will provide technical assistance to grant applicants during open solicitation for proposals, will evaluate and score submitted proposals, and will review designs of funded projects as they move forward to implementation. The panel further ensures that proposed projects meet the expectations and eligibility requirements of the WCCRRRI grant program.

About this Manual

This manual explains how to apply for grants, the evaluation and scoring process, and gives an overview of WCRRI Steering Committee, Technical Review Panel, and RCO roles. It also outlines the primary responsibilities of the grant sponsors and explains how additional information and help may be obtained.

This manual references several other RCO manuals, grant materials, and procedures for applying for and managing a WCRRI grant. All materials are available on [RCO's WCRRI website](#). To obtain more information please contact RCO or Coast Salmon Partnership staff listed below. This manual is reviewed and updated biennially or as needed.

Where to Get Information

RCO

Alissa Ferrell, outdoor grants manager
Natural Resources Building
1111 Washington Street S.E.
Olympia, WA 98501
[Email](#)

Telephone: (360) 867-8618
FAX: (360) 902-3026
Hearing Impaired Relay Service, call 711
[Website](#)

Mailing Address

PO Box 40917
Olympia, WA 98504-0917

The RCO grants manager is available to assist by answering questions about the grant application process and information contained in this manual. Please feel free to call or email.

Coast Salmon Partnership

Ned Pittman, program director
100 South I Street, Suite 103
Aberdeen, WA 98520
[Email](#)

Office: (360) 532-9113
Cell: (360) 791-6191
[Website](#)

The Coast Salmon Partnership program director is available to assist by answering questions about the grant process, policies and procedures, and the information contained in this manual. Please feel free to call or email.

Other Grant Manuals Needed

WCRRRI uses RCO's grant framework and references several other RCO manuals. Visit RCO's [WCRRRI web page](#) to obtain copies of these publications or click the links provided.

- [Manual 3: Acquisition Projects](#)—This manual provides basic information about policies for acquiring land with grants administered by RCO.
- [Manual 5: Restoration Projects](#)—This manual provides basic information on restoration projects funded through RCO. Restoration projects generally create, reestablish, or enhance habitat by bringing it back to healthy, self-sustaining conditions.
- [Manual 7: Long-Term Obligations](#)—This manual provides basic information and policies about the long-term responsibilities for WCRRRI projects. The policies apply to sponsors, current and past.

- [Manual 8: Reimbursements](#)—This manual provides general guidance for requesting reimbursements including allowable project costs, how to bill RCO, getting paid, and other requirements.

Resource Materials

WCRRRI partners have other publications to explain this program including the following:

- General Information: Visit RCO's WCRRRI grant website or the Coast Salmon Partnership website to learn more about the background and accomplishments of this program.
- Request for Proposal: Visit the RCO's WCRRRI grant web page to obtain application materials.

Project sponsors are encouraged to review the Washington State Office of Financial Management [capital budget instructions](#).

Section 2: Eligible Applicants and Projects

This section covers the following:

- ✓ Basic eligibility principles
- ✓ Eligible applicants
- ✓ Eligible projects and costs
- ✓ Ineligible project elements
- ✓ Match requirements

Basic Eligibility Principles

The proposed project activities must all occur within the geographic boundary of the Coast Salmon Partnership or within the geographic boundary of one of the four Coastal Marine Resource Committees. See Figure 1.

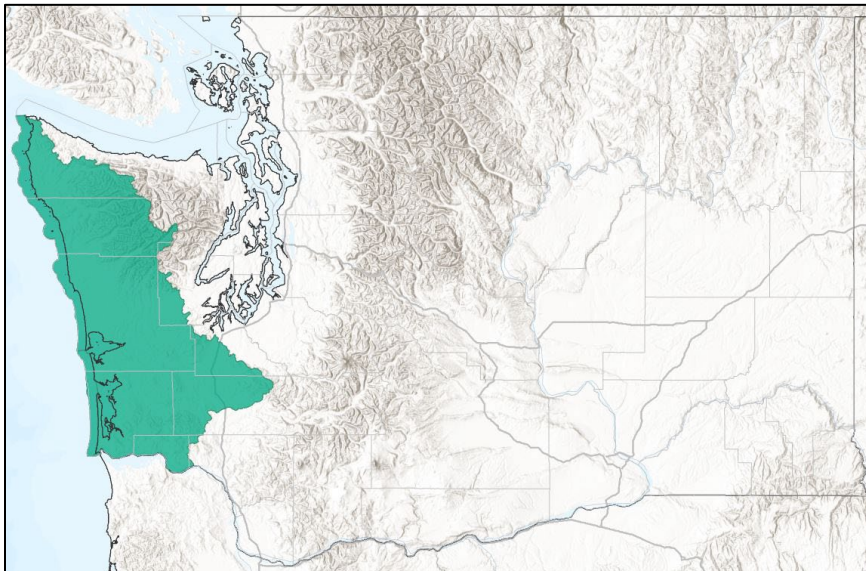


Figure 1. WCRRI geographic scope within Washington State.

WCRRRI funds discrete projects based on their individual merit. A project must be a stand-alone, focused effort with discrete metrics. A project may be part of a larger or phased restoration program; however, WCRRRI funding of a single phase of any given project does not guarantee automatic funding of a subsequent phase.

The primary purpose of the project must address the following: (1) the region's highest priority ecological protection and restoration needs while stimulating economic growth and creating jobs in coastal communities and (2) substantial protection and restoration of ecosystem functions, goods, and services through cost-effective methods.

A project with the primary objective of providing recreational access or remediating chemical contamination is not eligible as a stand-alone project; however, these activities may be eligible components of a larger project.

Project awards will not be provided for work that relieves obligatory compensation or mitigation requirements incurred by the sponsor or a third party, as determined by the WCRRRI Technical Review Panel. However, funding may be provided for actions associated with compensation or mitigation if those actions are above and beyond the mitigation requirements and may be easily isolated from the required mitigation activities.

Eligible Applicants

The following are eligible to receive WCRRRI funding:

- Cities
- Counties
- Conservation districts
- Federally recognized Native American tribes¹
- Nonprofit organizations registered with Washington's Office of the Secretary of State. A nonprofit charter, organizational documents, or corporate purposes must include authority for the protection or enhancement of natural resources or related recovery activities. The charter must provide for an equivalent successor organization under the WCRRRI grant agreement in case the nonprofit dissolves.
- Regional fisheries enhancement groups
- Special purpose districts

¹Revised Code of Washington 77.85.010 (12)

- State and federal agencies. Projects may occur on federal lands. The applicant should consider restrictions on use of federal money as match when applying for a grant.²
- Private or public corporations

Eligible Projects

WCRRRI funds a range of projects that correspond with the WCRRRI Program Strategy in section 1 of this document. If the landowner has a legal obligation under local, state, or federal laws to perform the project, the project must comply with Revised Code of Washington 77.85.130 (6).

Acquisition

An acquisition project is one that purchases or receives a donation of fee or less-than-fee interests in real property. These interests include, but are not limited to, conservation easements, access and trail easements, covenants, water rights, leases, and mineral rights. A grant applicant interested in acquiring conservation easements must be eligible to hold conservation easements under Revised Code of Washington 64.04.130. Rights or claims may be acquired once the value is established or appraised. A sponsor must complete all WCRRRI-funded **acquisition projects in three years** of funding approval unless additional time is necessary, can be justified, and is approved by RCO.

RCO has very specific due diligence, appraisal, reporting, and timeline requirements for acquisition projects so refer to the requirements and checklists in *Manual 3: Acquisition Projects*.

Note that any land costs incurred before the grant funding date are not eligible for reimbursement or match unless the grant applicant receives a **Waiver of Retroactivity** before acquiring the property. To preserve eligibility, contact the RCO grants manager if a property will be purchased before the funding award. See section 3 of *Manual 3: Acquisition Projects* for more information on applying for a Waiver of Retroactivity.

RCO does not fund property acquired through condemnation, only property acquired from willing sellers. All acquisitions must be perpetual, including water right acquisitions.

Acquisition projects must identify specific parcels. However, an applicant may propose purchasing stream reaches, estuaries, near-shore, or other larger habitat areas if

²When land acquired with a WCRRRI grant is transferred to a federal agency, RCO may change the terms of the grant to remove binding deed-of-right instruments and enter into a memorandum of understanding stating that the property will retain, to the extent feasible, adequate habitat protections. See Revised Code of Washington 77.85.130(7).

purchasing any parcel within the specified area will achieve the project's objectives. In that case, the applicant must identify a geographic envelope, including all the possible parcels that will provide similar benefits to species or ecological services and certainty of success in the proposal. These parcels should be contiguous or nearly contiguous and include similar conservation values to make them effectively interchangeable when being evaluated for funding. Clearly describe how parcels will be prioritized and pursued for acquisition. [Landowner Acknowledgement Forms](#) are required with each application. For multi-site acquisition projects, enter the top priority parcels with Landowner Acknowledgment Forms into PRISM.

It is important to remember that some activities are never allowed on WCRRI-funded acquired properties. Refer to section 7 of *Manual 3: Acquisition Projects*.

Restoration

Restoration brings a site back to its original, historical function as part of a natural ecosystem; or improves or enhances the ecological functionality of a site.³ **Restoration projects must be completed in three years** of WCRRI funding approval unless additional time is necessary, can be justified, and is approved by RCO.

Restoration projects should have undergone a planning and design process that generally follows the guidance described in [appendix F](#). Depending on the scope and complexity of a restoration project and the level of design available at application, the WCRRI Technical Review Panel may require a special condition in the grant agreement that the sponsor submit preliminary designs and a design report for review before developing a final design or starting construction.

To be eligible for funding consideration, an applicant with a large restoration project is required to submit preliminary design deliverables by the final application deadline. RCO defines large restoration projects as those where the applicant is requesting more than \$350,000 in WCRRI funding to complete the final design and restoration. If RCO funded the planning or design phase of a proposed restoration project, the applicant must submit the completed design deliverables (at a minimum the preliminary designs) by the final application deadline.

[Landowner Acknowledgement Forms](#) are required when a project occurs on land not owned by the sponsor (including publicly owned property). Once funded, [Landowner Agreement Forms](#) are required before beginning construction on private land or land not owned by the sponsor. **Note** that projects on state-owned aquatic or trust lands require approval from the Washington Department of Natural Resources.

³Washington Administrative Code 420

The Washington Department of Fish and Wildlife [Technical Assistance Program](#) provides excellent planning and design guidance for a variety of aquatic habitat restoration projects. This program is a federal and state agency endeavor to provide consistent guidance for the management, protection, and restoration of Washington's marine, freshwater, and riparian habitats. Guidelines are online. Please refer to [appendix F](#) for specific design and construction deliverables, based in part on industry standards identified by the aquatic habitat guidelines.

The use of non-natural materials in the construction of WCRRI-funded restoration techniques is strongly discouraged. An application that include these techniques will be highly scrutinized for their contributions to restoring ecosystem processes and for their species benefits. Artificial materials such as concrete, synthetic materials, and steel tend to remain in place long after the habitat enhancement techniques in which they have been incorporated have disintegrated naturally, and result in unnatural constraints on long-term, habitat-forming ecosystem processes. Refer to the Washington Department of Fish and Wildlife's 2012 [Stream Habitat Restoration Guidelines](#) and National Marine Fisheries Service's 2008 [Programmatic Biological Assessment: Restoration Actions in Washington State](#) for detailed discussion of the disadvantages of using non-natural materials in stream restoration and the advantages of using materials and techniques that mimic the conditions found in natural settings.

The WCRRI program is designed to support all species and habitats that occur in the Washington Coast region. The applicant is responsible for demonstrating that the proposed project outcomes support the protection, restoration, enhancement of ecosystem functions and processes related to the resilience of these species or their habitats. Guidelines for restoration projects are in *Manual 5: Restoration Projects*.

Planning Projects: Designs

Good designs are a key precursor to implementing successful habitat restoration projects, particularly if large in scale. All design projects must address a limiting factor, hazard, or risk at a specific location.

The project must result in either conceptual design, preliminary design, or final project design. See [appendix F](#) for definitions and required deliverables for each of these phases of project development.

WCRRI recognizes that project designs are sometimes complex in nature, and thus no time restriction has been set on these types of projects. However, a project sponsor that demonstrates the ability to complete tasks within the biennium could be awarded more points under WCRRI Technical Review Panel's "Likelihood to Succeed" evaluation criterion in [appendix A](#).

Submit completed design deliverables or, at a minimum, preliminary designs with the final application for the next phase of a project. Projects only producing conceptual designs must submit those with the application for the next phase.

Planning Projects: Assessments and Inventories

Planning projects that do not produce a site-specific design include habitat assessments and surveys; habitat scoping; feasibility studies; culvert inventories and in-stream surveys; landowner willingness inventories; and innovative learning projects. Assessment and inventory-type planning projects **must be completed in two years** of WCRRI funding approval unless additional time is necessary, can be justified, and is approved by RCO. All assessments and inventories must create local natural resources jobs or be necessary precursors to implementing projects, programs, or innovative techniques to improve habitat identified in a plan. Such projects may document and evaluate habitat quality and use; identify the extent and nature of problems and habitat deficiencies; identify and prioritize habitat restoration and protection activities to address these issues; evaluate landowner willingness to participate in restoration and protection activities; or evaluate novel approaches to the restoration of ecosystem function or processes.

Planning projects that do not produce a site-specific design must meet all the following criteria:

- The project fills a data gap that clearly limits subsequent project identification or development.
- The results must clearly determine criteria and options for subsequent projects and show the schedule for implementing such projects, if funded.

Assessments and inventories must coordinate closely with other assessments and data collection efforts in the area and with federal, tribal, state, regional, and local organizations, and landowners to prevent duplication of effort and to ensure the use of appropriate methods and protocols. To improve coordination, applicants are encouraged to collaborate with other organizations.

Applicants with barrier inventory projects must use the methodologies and protocols described in the Washington Department of Fish and Wildlife's [Fish Passage Inventory, Assessment, and Prioritization Manual](#) to collect barrier inventory data. Contact the Washington Department of Fish and Wildlife's Fish Passage Inventory and Assessment Unit FishPassageTraining@dfw.wa.gov, to schedule training on the protocols described in this manual and for data submission procedures. Upon completion of a barrier inventory project and a passage barrier correction project, the inventory or correction data should be delivered to the Washington Department of Fish and Wildlife for incorporation into the [Fish Passage Barrier Database](#). Final reimbursement will be approved after the delivery of this information.

Combination Projects

Combination projects include both acquisition and restoration elements OR acquisition and planning. This type of grant allows for complex projects that otherwise would not be possible. For example, acquired land may need some immediate restoration to make the habitat suitable for fish. Likewise, some potential acquisitions may need initial assessments of the landowners' willingness to sell to identify the most beneficial parcels of habitat. **Combination projects must be completed in three years** of WCRRI funding approval unless additional time is necessary, can be justified, and is approved by RCO.

To help ensure timely completion of combination projects, the property acquisition portion **must be completed in eighteen months** of funding approval.

Phased Projects

Large projects can be complex, multi-year, multi-partner, and require extensive analysis, coordination, and implementation. Consider the potential complexity that large-scale or multimillion-dollar projects may create and discuss phasing with RCO staff and the WCRRI Steering Committee. Phased projects are subject to all the following:

- Each phase must stand on its own merits as a viable WCRRI project.
- Each phase must have a discrete scope of work the applicant can complete given the amount of WCRRI funding requested.
- Each phase must be submitted as a separate application and demonstrate that it is part of a single focused effort rather than a collection of projects that can be considered a program.
- Funding approval of any single phase is limited to that phase (no endorsement or approval is given or implied toward future phases).
- The application reviewers may consider progress on earlier phases when making decisions on current proposals. The applicant must submit planning and design deliverables of previously funded phases by the final application deadline for the current grant round.

Eligible Costs

All project costs submitted for reimbursement must directly relate to the work identified in the grant agreement and be considered reasonable, necessary, and eligible. Itemized lists of eligible expenses may be found in *Manual 5: Restoration Projects* and *Manual 7: Long-Term Obligations*. Additional eligible costs for WCRRI funds are described below.

Pre-Agreement Costs

Generally, RCO will not reimburse costs incurred before the project start date of the grant agreement. However certain pre-agreement costs within the project scope are eligible for reimbursement (or to be used as match) if approved by the RCO grants manager in writing. Eligible pre-agreement costs include the following:

- Engineering and design costs for restoration projects (i.e., construction).
- Engineering and design costs (e.g., surveying, geotechnical, other data gathering) for planning projects.
- Costs necessary to determine control and tenure of the restoration site (e.g., preliminary title report).
- Costs necessary to establish land values for acquisition or conservation easement projects (e.g., survey, appraisals, title report).
- Acquisition projects granted a Waiver of Retroactivity.
- If cost-effective (i.e., materials are available at a reduced cost), the construction materials below and any associated transportation costs. RCO requires advance approval by the RCO grants manager to reimburse pre-grant purchase of any of the construction materials listed below.
 - Large woody materials
 - Culverts
 - Bridges

Except for costs noted above, RCO will not pay for purchases of land, construction materials and associated costs, or installation costs incurred before the project start date of the grant agreement.

Attorney Fees

Reasonable attorney fees associated with restoration, planning, and combination projects may be an eligible administrative expense. Provide justification for the expense in writing and receive approval from the RCO grants manager in advance of the expenditure. Eligibility will be determined case-by-case. Attorney fees will be considered in light of project type, transaction complexity, and demonstrated need. RCO will consider reimbursement of attorney fees when they relate to complicated landowner agreements.

Liability Insurance

Liability insurance is a reimbursable administrative expense for restoration, planning, and combination projects. A sponsor may bill proportionally the cost of liability insurance to the project. Liability insurance expenses must directly relate to the completion of the WCRRI-funded project.

Indirect Costs

RCO allows indirect costs for all projects. At the time of application submission, attach a RCO [Fiscal Data Collection Sheet](#), which indicates the indirect rate expected for the project. Start filling out this form early and work with accounting staff to estimate the indirect costs. For indirect costs to be eligible, select the "Agency Indirect" work type on the metrics page, enter an associated cost, and include it in the detailed cost estimate attachment in the application. "Agency Indirect" costs only can be selected as a metric for one worksite.

Ineligible Project Elements

Some projects or elements that do not directly foster the WCRRI program goals and purposes, or do not meet cost or public policy constraints are ineligible as match and for reimbursement. After funding is awarded, if unanticipated requirements arise that lead to project elements shifting into ineligible actions, the project or those project elements may be determined to be ineligible. If this occurs the sponsor may be asked to put a hold on moving forward with project actions until the project changes can be re-evaluated and may result in termination of the agreement due to ineligibility. Activities that are ineligible for reimbursement and match include but are not limited to the following:

- Property acquisition through eminent domain.
- Property acquired before the project start date in the grant agreement without a Waiver of Retroactivity (see section 3 of *RCO Manual 3: Acquisition Projects*).
- Restoration activities before the project start date in the grant agreement.
- Construction material purchased before the project start date in the grant agreement, unless approved as a pre-agreement cost (see section 4 of this manual for more information).
- Land leases, except for projects on state-owned aquatic lands.

- Mitigation projects, activities, or funds. This prohibition includes cost over-runs for mitigation projects that do not have enough money for implementation. WCRRI funds may not supplement or supplant the cost of a mitigation project.
- Maintenance as stand-alone projects. This does not include riparian stewardship projects or invasive species treatment programs. Applicants with invasive species treatment programs have additional questions about the future of the program in the project application.
- Project effectiveness monitoring costs associated with a completed project, including the purchase of equipment to monitor a WCRRI restoration or acquisition project.
- Purchase of existing structures that are not essential to the functions or operation and maintenance of the funded site. Non-essential structures must be removed or demolished (see section 4 of this manual for more information).
- Building or indoor facility construction.
- Capital facilities and public works projects. Projects with infrastructure elements such as sewer treatment facilities, surface and stormwater management systems, and water supply systems are not eligible as stand-alone projects.

Projects that include flood protection structures must demonstrate a link to community resilience. If such infrastructure is included as a purpose of the project, the infrastructure must be included in the design documents. Evaluation of these projects will consider compatibility with and impact to adjacent habitat. Sponsors are encouraged to include project elements that restore natural flood retention or protection solutions whenever possible. Sponsors must demonstrate that process-based restoration was a considered alternative when proposing to construct new flood protection structures. Providing this information allows for a comprehensive review of the project by the WCRRI Technical Review Panel early in the process to resolve any potential issues. Applicants should consider consulting with RCO before applying to ensure project eligibility.

- Conversion from septic to sewage treatment systems.
- Operation or construction of fish hatcheries.
- Net pens, artificial rearing facilities, remote site incubation systems, and supplementation.
- Operation of hydropower facilities.

- Fish harvest and harvest management activities that are outside the eligible project types discussed above.
- Fishing license buy-back.
- Commercial activities.
- Park facilities or structures.
- Lobbying or legislative activities.
- Costs to apply for WCRRRI or other grants.
- Projects that do not address an important habitat condition or ecosystem functions, goods, or services, or that focus mainly on supplying a secondary need.
- Environmental cleanup of soils or materials contaminated above levels in the Model Toxics Control Act.
- Purchase of motor vehicles as a direct expense is not eligible. Funding of the purchase of a vehicle only can be covered as operational (indirect) costs. Mileage support, vehicle maintenance, and vehicle leases are allowed as direct costs.

Match Requirements

The WCRRRI grant program does not require match. However, an application will be evaluated relative to the amount of match provided to demonstrate an applicant's ability to leverage support. An applicant who includes match in the PRISM application will have that match incorporated into the project budget and scope, if funded.

Matching resources may include cash, bond funds, grants, in-kind labor, equipment, and materials and follow the same eligibility criteria as reimbursable costs. *Manual 8: Reimbursements* provides specific guidance on match and reimbursements.

Section 3:

Application Information

This section covers the following:

- ✓ How to apply for WCRRI funding
- ✓ Tips to avoid common mistakes
- ✓ WCRRI scoring criteria and evaluation process

How to Apply for WCRRI Funding

WCRRI grants are available every two years aligning with the Washington State Legislature's biennial capital budget process. A grant program announcement and application processes will be announced through RCO and the Coast Salmon Partnership during January or February of even years. To submit a proposal, an applicant should follow the steps listed below.

Step 1. Work with Salmon Recovery Portal Technician

The Coast Salmon Partnership's Salmon Recovery Portal technician must begin the application by entering project information into the Salmon Recovery Portal. The applicant must email a completed [Conceptual Project Form](#) to the Salmon Recovery Portal technician Rebekah Brooks (rebekahbrookscontracting@gmail.com) for this process.

By using the Salmon Recovery Portal to create new applications in PRISM, which is RCO's project management database, the project is linked to both systems.

The portal technician will contact the applicant once the project information has been entered and provide the PRISM project number. The applicant will use the project number to find the project in PRISM to complete the application in the PRISM Online Application Wizard.

Allow up to one business week to receive a PRISM number from the Salmon Recovery Portal.

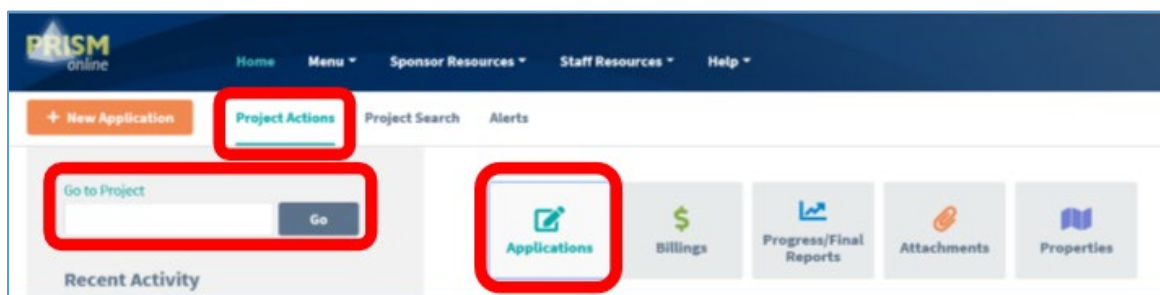
All applicants must use PRISM Online to complete and submit applications. A new PRISM user must fill out a [New User Account Form](#) to obtain a username and password. All applicants also must acquire a separate [SecureAccess Washington](#) account. When using either of these databases for the first time, the applicant must complete a double sign-in. After the initial sign in, the applicant will use SecureAccess Washington credentials to log into PRISM. The most direct way to navigate to PRISM online via SecureAccess Washington is by using [RCO's PRISM Online](#). For more details on the double-sign in, visit RCO's [PRISM information website](#).

The [PRISM Help Desk](#) can provide technical assistance for any PRISM issue.

Step 2. Submit Application Materials Using PRISM Online

Once a PRISM project number is assigned, use PRISM Online to complete the application. Do not share a PRISM username and password with others in the applicant's organization. Multiple users may work on one application in PRISM, just add individuals to the Project Contacts list.

Sign into PRISM Online, select *Project Actions*, and enter the project number from the Salmon Recovery Portal in the *Go to Project* field. Doing so will open the *Application Wizard* for the project. In *Project Actions* select the *Applications* icon, which will display a list of applications for the applicant's organization.



If the project has been entered into the Salmon Recovery Portal, but is not in PRISM, please contact the RCO grants manager or the PRISM Help Desk.

Complete the required information on each screen and click the *Next* button. This process will take the applicant through the entire application page by page. Be sure to save work often. It is best not to have two people working in the application in PRISM simultaneously.

After completing the application, check the application for errors on the *Submit Application* screen. Pages indicated with a red exclamation mark (!) in the navigation

table on the left of the screen require refinement. Continue to check for errors after making corrections. If errors persist and the issue is unclear, reach out to the RCO grants manager for help. The applicant must recheck for errors. Once all the pages are cleared of errors and show a green check mark (✓), submit the application.

Draft Application

A draft application checklist and information on required draft application attachments is found in [appendix B](#). Draft application materials are provided for technical review to inform the project site visit. Applicants are encouraged to provide all the information that is known about the projects to inform the site visits for the most comprehensive feedback.

Step 3: Site Visits

If safe and feasible, an applicant is required to give a twenty- to thirty-minute presentation or field site visit to the Technical Review Panel. The Coast Salmon Partnership will reach out to the applicant to schedule the site visit or presentation after the draft project proposal due date. The Technical Review Panel will visit eligible proposed projects, unless deemed not necessary by the review panel (e.g., assessments, feasibility studies, or project sites previously visited in other grant rounds). The presentation and site visit are intended to improve reviewers' understanding of the project. There is also an opportunity for reviewers to ask clarifying questions and provide the applicant with direct feedback before the final ranking of projects. The applicant is strongly encouraged to give the presentation in person.

After reviewing draft proposal materials and conducting a site visit, the Technical Review Panel will complete project comment forms with directions on how the applicant can improve the project before the final application deadline.

Step 4: Final Application Submission

A final application checklist and information on required draft application attachments is found in [appendix B](#). The applicant must respond to written Technical Review Panel comments in the WCRRI project proposal. All final application information and materials must be entered into the PRISM project application and submitted by the final application deadline. An incomplete application or late submission will not be eligible for funding, will not be evaluated, and will be excluded from the final program investment plan.

New! A new required attachment is the Priority Habitat and Species Parcel Report. This can be generated from the Washington Department of Fish and Wildlife's Priority Habitats and Species (PHS) [web-based interactive mapping tool](#). The report will provide

a list of the important species in the project area that could potentially benefit and will help inform the evaluation of the project by the Technical Review Panel.

See the Quick Start Guide on how to generate the report below.

Quick Start Guide

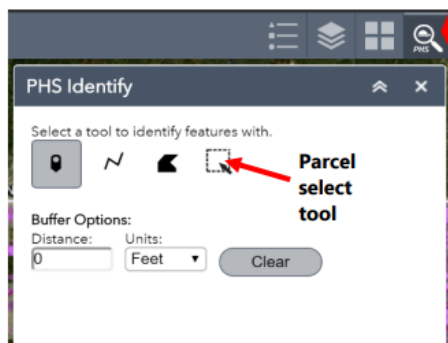
The PHS on the Web app will help you navigate to and identify your area of interest and create a PHS report for that area.

1. Launch **PHS on the Web**
2. Read the disclaimer; click OK
3. Zoom to your area of interest
 - a. *Click + Shift* to draw a box and zoom to the area
 - b. Use the Search bar (upper left corner) to zoom to an address, place name, or parcel number

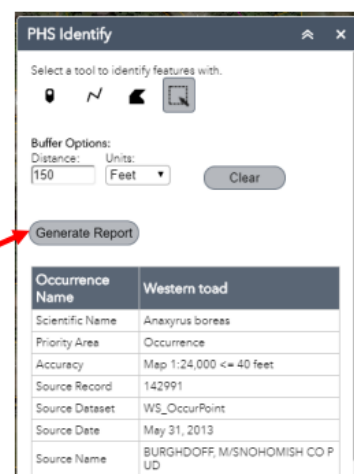
In the **PHS Identify** panel:

1. Enter a **buffer** distance (if desired) and select a tool (**point**, **line**, **polygon**, or **parcel**).
2. In the map, click on a parcel (or draw a point, line, or polygon)
3. PHS records will be selected.
4. Click the **Generate Report** button then download a copy of the PHS report.

PHS Identify Panel: Click this icon to open/close.



Click **Generate Report** to create a PHS report.



Tips to Avoid Common Mistakes

- **Scope of the project.** Be sure the project description, metrics, and other application materials reflect the entire project scope. Include tasks or elements covered by proposed WCRRI funds and any matching funds that will be included.
- **Contingency.** Do not include a line item for contingency in cost estimates. Ensure that each of the budget line items accounts for inflation and contingencies.
- **Administration, Architecture, and Engineering.** Include administration, architecture, and engineering costs in the cost estimate for restoration projects. Administration, architecture, and engineering costs include general project administration, engineering, and design. "Administration, Architecture and

Engineering (AA&E) is a separate work type in PRISM and must be selected to enter an associated cost. Note that AA&E costs are tracked separately from construction costs for each worksite billed. Refer to *Manual 5: Restoration Projects* for guidance on what activities represent architecture and engineering expenses, and what activities represent construction expenses—the difference is not always obvious. The maximum allowable total AA&E expense is 30 percent of construction costs. Administration costs in a planning project are considered non-capital.

- **Administrative Costs for Acquisition Projects.** Include administrative costs in the cost estimate for acquisition projects. To be eligible, select *Administrative Costs* on the acquisition metrics page and enter an associated cost. Administrative costs are tracked separately from land and incidental costs for each property billed to RCO. Refer to *Manual 3: Acquisition Projects* for guidance on what activities represent administrative costs. The maximum allowable total administrative expense is 5 percent of land plus incidental costs.
- **Permitting and cultural resources.** Include permitting and cultural resource expenses in planning and restoration projects, as appropriate. Select both permits and cultural resources as separate PRISM work type categories. Additional information on the cultural resources review process is in section 4 of this manual.
- **Pre-agreement costs.** Certain pre-agreement costs are eligible for reimbursement (see *Manual 8: Reimbursements*). RCO does not allow reimbursement for land acquisition or construction that occurs before the agreement's start date. Exceptions to these restrictions include planning costs, purchase of construction materials, and land acquisition that occurs before grant agreement but after securing an RCO Waiver of Retroactivity. Secure waivers **BEFORE** closing on the property.
- **Worksites and properties.** RCO requires tracking restoration project expenses separately for each worksite and tracking acquisition projects by property. Limit the number of worksites to those required and fiscally tracked for a restoration project. Acquisition projects should add a property for each transaction, i.e., multiple property transactions will require multiple properties. For restoration and planning projects, it is allowable to have multiple, non-contiguous properties associated with one worksite.

Application Checklist and Required Attachments

A checklist and information on required application attachments is found in appendix B.

SRFB Applicant Resolution and Authorization

The applicant's governing body must pass a [resolution that authorizes submission](#) of the application for funding. This resolution will identify who may sign a contract and amendments on behalf of the organization. The format of the authorization may change, but the text may not change. Only one form is required for each applicant, so long as each project name and number are included in the resolution. Forms filled out incorrectly, or unsigned, are not valid and will require revisions. For help, contact an RCO grants manager before signing the form. Secondary sponsors also must complete this form.

Applicant Authorization Resolution Forms are not required from tribal sponsors at the time of application. However, RCO will need an organizationally drafted resolution from tribal sponsors before signing the agreement. Tribal sponsors should work with their grants managers to fulfill this requirement.

Working with Landowners

To ensure the complete application may be submitted by the deadline, and to expedite project implementation, make sure to work with landowners including state or local agencies early. Make time to review all project control and tenure documents to confirm information is complete and they are signed by the appropriate person. RCO's [Landowner Acknowledgement Form](#) is required at application for all project types. After funding, for restoration and design projects, a sponsor must provide [Landownership Certification Form](#) (due prior to agreement), and [Landowner Agreement Form](#), and/or right-of-entry permits (due before implementation), depending on the project type. For acquisition projects, a sponsor must provide a preliminary title report before agreement.

Landowner Acknowledgement Form: A [Landowner Acknowledgement Form](#) is required for a project proposed to occur on property not owned by the applicant at the time of application. Include a signed Landowner Acknowledgement Form from each landowner acknowledging that his/her property is proposed for SRFB funding consideration. Exceptions:

- Assessments, inventories, and studies that cover a large area and encompass numerous properties do not require Landowner Acknowledgement Forms.
- Multi-site acquisition projects that involve a large group of landowners, require (at minimum) signed Landowner Acknowledgement Forms for priority parcels.

NOTE: A Landowner Acknowledgement Form differs from RCO's other required landowner forms. A Landownership Certification Form documents that there are no encumbrances that adversely would affect the ability to restore the property. A Landowner Agreement is required for restoration projects occurring on land not owned by the applicant before construction. Refer to section 6 for further information on landowner agreements.

Washington Department of Fish and Wildlife Lands: If the project is on land owned or managed by the Washington Department of Fish and Wildlife, the applicant should initiate consultation with the department early to allow enough time to get the required agency support documents. The department's State Lands Division manager is the only authorized person who may sign the required control and tenure documents and access permits. Regional staff contact information may be found online. A successful applicant should be prepared to work with the department's regional staff to prepare these documents.

State-owned aquatic lands: Applicants with restoration or design projects that include shoreline, in-water work, over-water work, or public water access should contact the Washington Department of Natural Resources early in the application process to determine whether the project is on state-owned aquatic lands, which could affect project scoping.

See the Department of Natural Resources' [online map](#) to find the contact information for the department's aquatics land manager in the applicant's area, or call the department at (360) 902-1100. See [section 6](#) of this manual for more information on managing projects that are on state-owned aquatic lands.

Step 5: Project Scoring Criteria and Evaluation Process

WCRRRI uses a competitive, peer-reviewed ranking process to compare the costs and benefits of projects. Review procedures are intended to evaluate the anticipated value of the entire project. RCO strongly encourages the applicant to present the project as a cohesive and complete design, restoration, or protection action. A proposal is expected to provide accurate and precise information about predicted project benefits and costs.

A draft project proposal will be reviewed by RCO staff to ensure that the proposed project meets the programmatic eligibility. The project applicant will be given an opportunity to address any identified concerns before scheduling a site visit. An applicant that fails to respond to the WCRRRI Steering Committee's concerns will be deemed ineligible and not be scheduled for a site visit with the Technical Review Panel.

A final project proposal will be evaluated by the Technical Review Panel using the WCRRRI criteria provided in [appendix A](#). A final proposal that fails to meet eligibility or application requirements will not be included in the ranking process. Once all projects have been reviewed and scored, an investment plan will be developed based on the Technical Review Panel scores and discussion. Once the WCRRRI Investment Plan is developed, there will be no changes to the project ranking although funding award recommendations may differ from requested amounts.

Step 6: Program and Project Funding

The Washington State Legislature awards program funds in the biennial capital budget. Once passed and enacted, RCO will contact the funded applicant to initiate a grant agreement. Project funds become available starting July 1 of odd-numbered years, or when the capital budget is enacted, whichever is later. Unless considered an eligible pre-agreement cost, any expenses incurred before this date are not eligible for reimbursement or match.

Section 4:

Project Requirements

This section covers the following:

- ✓ Beginning a funded project
- ✓ Active projects
- ✓ Closing a project
- ✓ Site maintenance and long-term obligations
- ✓ Other requirements and things to know

Beginning a Funded Project

Grant Agreement

RCO and the applicant must sign a grant agreement after WCRRI funding is awarded and before work can begin. A [sample grant agreement](#) for non-tribal sponsors is on the RCO website. A successful project applicant, now called a project sponsor, is required to provide the following information to the RCO grants manager:

- A completed milestone worksheet (worksheet provided by RCO).
- A preliminary title report and Preliminary Title Report and Commitment Checklist (*Manual 3: Acquisition Projects, appendix K*) for all properties planned for acquisition (acquisition projects only). A reach-scale, multi-property acquisition project should provide material for the known priority parcels.
- A signed [Landownership Certification Form](#) for all properties upon which design or implementation, and construction of restoration projects are proposed. This form ensures the applicant reviewed property information and that no existing deed restrictions, liens, easements, or other encumbrances would impede construction, operation, or maintenance of the project. RCO will waive this requirement if the applicant did not identify the property affected by the design.

Key Grant Agreement Terms

The purpose of the grant agreement is to protect the state's investment and outline the responsibilities of the state and the sponsor. The agreement also includes key milestone dates for the project's implementation. Below are key sections of the grant agreement.

- **Performance by the sponsor:** The sponsor is undertaking the responsibility for the project and must complete all elements as identified in the application materials.
- **Assignment:** The sponsor may not transfer or assign the contract without prior approval per appendix D.
- **Responsibility for project:** The project remains the sole responsibility of the sponsor.
- **Indemnification:** The sponsor must indemnify, defend, and hold harmless the State and its agencies, officials, agents, and employees for this project.
- **Compliance with applicable law:** The sponsor will implement the grant agreement in accordance with applicable federal, state, and local laws and regulations.
- **Right of inspection:** The sponsor shall provide access to the facilities in accordance with the grant agreement and/or landowner agreement.
- **Procurement requirements (section 16 of the grant agreement):** If sponsors have a procurement process that follows applicable state and/or federal procurement principles, it must be followed. If no such process exists, the sponsor must follow all the minimum procedures below:
 - Publish a notice to the public requesting bids/applications for the project
 - Specify in the notice the date for submittal bids/applications
 - Specify in the notice the general procedure and criteria for selection
 - Comply with the same legal standards regarding unlawful discrimination based upon race, ethnicity, sex, or sexual orientation that are applicable to state agencies in selecting a bidder or proposer

The sponsor must complete all deliverables described in the grant agreement, as amended, within the agreement periods. RCO grants managers may consult with the WCRRI Steering Committee when reviewing compliance with grant agreement conditions.

Readiness to Proceed

All projects must be completed on time. The RCO grants manager will work with the sponsor to set progress milestones. The WCRRI Steering Committee may terminate a grant or reduce a grant award if the sponsor does not meet key milestones or finish on time. WCRRI cannot guarantee funding for a project that extends beyond the funding biennium because re-appropriation of unspent funds requires legislative approval. A sponsor who chooses to have a project timeline that extends past this date does so at its own risk. An applicant who can demonstrate the project can be completed within the funding biennium will be awarded more points during project evaluation than one who does not.

Control and Tenure

To protect investments, the sponsor must have adequate control of project sites to construct, operate, and maintain the areas for the term required by the grant program and grant agreement. This “control and tenure” may be through land ownership, easement, or landowner agreement.

Acquisition Projects

A sponsor of an acquisition project must provide a stewardship plan in addition to those requirements described in *Manual 3: Acquisition Projects*. Provide the stewardship plan with the final documentation at the close of the project. A plan ensures the project objectives are met by maintaining and monitoring the site in perpetuity. Use the stewardship plan outline found in [appendix C](#).

Restoration Projects

Sponsor-Owned Property

A sponsor of a restoration project on sponsor-owned property must provide a stewardship plan with the final documentation at the close of the project. A plan ensures meeting the project objectives by maintaining and monitoring the site for at least ten years from the grant agreement completion date. Use the stewardship plan outline found in [appendix C](#).

Property Owned by Someone Else

A sponsor of a restoration project on property owned by someone else must provide the following:

- **[Landowner Agreement](#)**. A signed landowner agreement must be provided to RCO before construction or before a sponsor is reimbursed for any construction expenses.

The agreement is a document between the sponsor and the landowner that, at a minimum, allows the sponsor and RCO staff access to the site for project implementation, inspection, maintenance, and monitoring; clearly states that the landowner will not intentionally compromise the integrity of the project; and clearly describes and assigns all project monitoring and maintenance responsibilities. A landowner agreement remains in effect for at least ten years from the date of final payment to the project sponsor. Use RCO's Landowner Agreement or other approved agreement formats (Note that other agreement formats must include all required elements and be approved by RCO before starting construction).

- Washington Department of Natural Resource's authorization to use state-owned aquatic lands, if relevant.

If a project will occur over, along, or in a navigable body of water, authorization to use state-owned aquatic lands may be needed.

All marine waters are, by definition, navigable, as are portions of rivers influenced by tides. Navigable rivers and lakes are those determined by the judiciary, those bounded by meander lines, or those that could have been used for commerce at the time of statehood. The Department of Natural Resources' aquatic land managers will help determine if the project is on state-owned aquatic lands and provide more information on the department's authorization process. See the [land manager coverage map](#) online for the contact information of the department's aquatic land managers.

The Department of Natural Resources will review the full list of projects proposed for funding to ensure that all applicants with projects on state-owned aquatic lands consulted with the Department of Natural Resources and submitted a [Landowner Acknowledgement Form](#).

If the project is on state-owned aquatic lands, the project sponsor will need to secure a lease or easement (use authorization) to use those lands from the Washington Department of Natural Resources. The use authorization is not a permit, but a contract to use the land. The Department of Natural Resources is not a regulatory agency. The agency represents the owner of the land, the State of Washington, so the sponsor's relationship with the department will be like any landowner impacted by the project. To apply for an authorization, complete the [Joint Aquatic Resources Permit Application](#) (JARPA) and JARPA Attachment E and forward the entire application to the Department of Natural Resources. It is best

to submit the application early in the process so the Department of Natural Resources may address any design issues early.

Please note that the project may occur on trust lands managed by the Department of Natural Resources, which will require the sponsor to work with other divisions in the agency.

The following resources may be helpful to review:

- [*Grant Projects on State-owned Aquatic Lands*](#)
- [*Leasing State-owned Aquatic Lands*](#)
- [*Boundaries of State-owned Aquatic Lands*](#)
- [*Caring for Washington's Nearshore Environments*](#)

Project Design Review

Design deliverables must be submitted to RCO via PRISM, on the *Attachments* page, by the date of the project milestones. If the deliverable is conditioned for review in the grant agreement, the RCO grants manager will alert the WCRRI Technical Review Panel members to the availability of materials. Contacting the RCO grants manager by phone or email will reduce delays in the review process. It is recommended that the review process be closely coordinated with other permitting agencies' review processes. **Note** that preliminary and final designs must be completed and stamped by a licensed professional engineer unless otherwise indicated and approved through the application process.

The sponsor should allow about thirty days for each review. The review team may request additional design review steps for more complicated or controversial projects. The review team may meet with the project sponsor on site to discuss project alternatives and confirm preferred alternatives before starting preliminary designs. Design materials **must** follow specifications described in [appendix F](#).

Permits

Local, state, and federal permits likely are required for any activity that takes place in or around the waters of the state, including habitat restoration projects. The sponsor must obtain all necessary local, state, and federal approvals and permits before construction and final payment. RCO may terminate a grant if the sponsor cannot, or does not, obtain necessary permits and land-use approvals.

The type of project impacts and the location determine which permits are required. The [Governor's Office for Regulatory Innovation and Assistance](#) can help determine which

permits are required. Its website provides access to an online project questionnaire and the [Regulatory Handbook](#), which offers detailed information about environmental permits in Washington State. Information Center staff are available to help and may be reached at 1-800-917-0043 or [email](#). Contact the city or county in which the project is located for further information on required local permits. Appendix H of the [Stream Habitat Restoration Guidelines](#) provides a broad overview of typical permits required for work in and around water.

Contact permitting agencies early in the project planning process to ensure that all necessary permits are obtained before work is scheduled to begin. This is especially important for large, complex, or higher risk projects and those using novel techniques. Early agency coordination decreases the likelihood of costly design modifications, construction delays, or project rejection, and may result in a more effective and less expensive project.

All permits require a review process that takes time to complete. Some reviews are relatively fast (less than a month) while others may take several months. The sponsor should carefully consider the time needed to complete the required permit process when developing a project schedule, especially given the relatively short allowable work period for many types of in-stream construction projects. Besides time, many permits require fees. Fees may be either a flat rate or a percentage of the project's total cost.

The most commonly required permit applications for stream habitat restoration projects are the [Hydraulic Project Approval](#) and the [Joint Aquatic Resources Permit Application](#) (JARPA). The Washington Department of Fish and Wildlife accepts applications for Hydraulic Project Approvals through its online [Aquatic Protection Permitting System](#). The JARPA is used to apply for [select permits](#) from other state, federal, and local agencies. Using the Aquatic Protection Permitting System, a sponsor may submit Hydraulic Project Approval application materials, pay the application fees, and view the status of the submitted application. In addition, a sponsor can convert the Aquatic Protection Permitting System application into a draft JARPA with one click, then complete the JARPA outside of Aquatic Protection Permitting System and submit it to other permitting agencies that use the JARPA. Note that fish habitat enhancement projects that meet the criteria of [Revised Code of Washington 77.55.181](#) may qualify for a streamlined Hydraulic Project Approval that exempts the project from local government permits and associated fees.

The Habitat Recovery Pilot Program (HRPP) is designed to streamline the local and state environmental permitting process for habitat recovery projects that benefit freshwater, estuarine, marine fish, or their habitats. More information on this streamlined [permitting pathway](#) is available online, including steps and contact information.

Expedited Federal Endangered Species Act Consultations

The Endangered Species Act requires prior authorization of activities that may “take” (harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, collect, or attempt to do these things) threatened or endangered species listed under the Act.⁴ Recognizing that some projects are unlikely to “take” a significant level of at-risk species, federal agencies allow some WCRRI grant sponsors to follow an expedited process that meets Endangered Species Act review requirements and reduces cost, uncertainty, time, and permitting. A grant sponsor may satisfy Endangered Species Act requirements via Fish Passage and Restoration Programmatic Consultation. The [Streamlining Endangered Species Act Consultation fact sheet](#) explains the process in detail, a brief description is listed below. For additional information on eligibility or process requirements, please contact RCO staff or [Curtis McFeron](#), National Oceanic and Atmospheric Administration’s National Marine Fisheries Service (NOAA Fisheries), (360) 534-9309.

- **Fish Passage and Restoration Programmatic Consultation.** This pathway applies to all threatened and endangered species, but only applies to projects that require a [U.S. Army Corps of Engineers' permit](#) (i.e. a section 404 or section 10 authorization). U.S. Fish and Wildlife Service and NOAA Fisheries each have an agreement with the U.S. Army Corps of Engineers that provides a mechanism for expedited consultation for qualifying fish passage and habitat restoration projects in Washington State. The two agreements have a similar purpose, but the covered categories of restoration actions and the required conservation measures in each agreement differ. The sponsor should carefully review the category descriptions, exclusions, and required conservation measures of [the NOAA Fisheries Biological Opinion](#) and the [U.S. Fish and Wildlife Service Biological Opinion](#) during the project design phase to ensure it qualifies. A qualifying sponsor must submit to the Corps detailed information describing the project, the environment, and how the proposal meet the requirements of the Biological Opinions, along with other permit application materials. Refer to the [Corps' permitting website](#) for more detailed information on how to apply.

Note that projects that receive funding from Bonneville Power Administration, U.S. Fish and Wildlife Service, or directly from NOAA Fisheries may qualify for additional expedited Endangered Species Act consultation pathways known as the Habitat Improvement Program and the Programmatic Restoration Opinion for Joint Ecosystem Conservation by the Services. Contact those other funding sources for more information.

⁴NOAA Fisheries manages marine and anadromous species, while the U.S. Fish and Wildlife Service manages land and freshwater species. Listed species that may occur near the project and some information on other species may be found online.

A sponsor of a project that may affect a federally threatened or endangered species or their designated critical habitat, but does not qualify for expedited Endangered Species Act consultation, may require⁵ individual consultation. Contact the local U.S. Fish and Wildlife Service office and the NOAA Fisheries Geographical Branch Chief for more information and technical assistance to avoid take.

Limit 8 self-certification, which is a streamlined process for complying with the Endangered Species Act is not eligible for WCRRI-funded projects.

Cultural Resources

Governor's [Executive Order 21-02](#), *Archaeological and Cultural Resources*, requires that state agencies review acquisition and construction projects for potential impacts to cultural resources, which are defined as archeological and historical sites and artifacts, and traditional tribal areas or items of religious, ceremonial, and social uses. The goal is to ensure that reasonable action is taken to avoid, minimize, or mitigate harm to those resources.

The federal government, through section 106 of the National Historic Preservation Act, requires similar compliance for projects with federal involvement, for example, projects on federal land, with federal funds, or requiring a federal permit.

Review Process

RCO facilitates review under the Governor's executive order. Federal agencies facilitate review under the National Historic Preservation Act. If the federal review covers the entire RCO project area, there is no additional review needed to meet state requirements. Both processes require review, analysis, and consultation with the Washington Department of Archaeology and Historic Preservation and affected Native American tribes.

RCO evaluates all projects before funding and initiates consultation with the affected tribes and the Department of Archaeology and Historic Preservation. Applicants should not initiate consultation with either of these groups. The review may require sponsors to conduct cultural resources surveys or may add requirements to grant agreements.

Applicants should budget for cultural resources work for most projects. The costs of a cultural resources investigation are highly dependent upon the size, scope, and location of the project. RCO encourages applicants to work with qualified cultural resources professionals to estimate costs. The Association for Washington Archaeology⁷ maintains

⁵Projects with no federal nexus (i.e., funding, permitting, occurring on federal land, or having other significant federal involvement) do not require Endangered Species Act consultation.

a [list of qualified consultants](#). Costs for compliance actions (e.g., survey, monitoring, permitting, redesign, and mitigation) are eligible for reimbursement and should be included in the grant applications.

Any required cultural resources investigations or documentation must be complete before sponsors may start any ground-disturbing activities, such as demolition, planting, or building signs. Ground disturbance or demolition started without approval are breaches of the grant agreements. Typically, cultural resources approval will be authorized as part of the notice to proceed.

For acquisition projects, cultural resources requirements must be completed before final reimbursements will be made.

State Agency Lands

Cultural resources compliance for projects on lands owned or managed by the Washington State Parks and Recreation Commission, Washington Department of Fish and Wildlife, or the Washington Department of Natural Resources, is the responsibility of the respective agency regardless of the sponsor. Sponsors must provide RCO with documentation of compliance with the Governor's executive order or section 106 before notice to proceed will be issued or acquisition will be paid in full.

See RCO Manuals 3, 4, or 5 and [Protecting Cultural Resources](#) web page for additional details on the RCO cultural resource review process.

Active Projects

Sponsors Must Pay First

RCO pays grants through reimbursement. This means that a sponsor will not receive a lump sum grant in advance. A sponsor may request reimbursement only after paying employees and vendors. RCO does not provide money before vendors are paid. Except as otherwise provided below, RCO will pay only at the percentage identified in the grant agreement after the sponsor has presented an invoice documenting cost incurred and compliance with the provisions of the grant agreement.

RCO will not pay more than the sponsor's out-of-pocket costs.

Reimbursement shall not be approved for any donations, including donated land.

RCO may pay an escrow account directly for RCO's share of the approved cost of land and related costs if the sponsor indicates a temporary lack of money to buy the land on a reimbursement basis. Before release of RCO grants into escrow, the sponsor must provide RCO with a copy of a binding agreement between the sponsor and the seller, all required documentation, and evidence of deposit of the sponsor's share, identified in the

grant agreement, into an escrow account. See *Manual 3: Acquisition Projects* for more information on escrow payments.

RCO requires a minimum of one billing a year and a maximum of one a month.

Billing procedures are explained further in *Manual 8: Reimbursements*.

Reimbursement workshops are available online on the RCO website. The sponsor may download cash advance request forms, and view reimbursement policies, audit information, labor and mileage rates, and other financial information on RCO's [billing](#) web page.

Any significant change orders during project construction must be approved **in advance** by RCO staff.

In limited situations, advances can be made to third-party sponsors. Landowners are not eligible to receive advances.

All project costs submitted for reimbursement must directly relate to the work identified in the grant agreement and be considered reasonable, necessary, and eligible. Itemized lists of eligible expenses can be found in section 2 of this manual, *Manual 5: Restoration Projects*, and *Manual 7: Long-Term Obligations*. Additional costs that may be eligible for WCRRI-funded projects are described in this manual.

Cash Advance Policy

RCO recognizes that a sponsor may not have the cash flow needed to implement parts of an approved project. Short-term cash advances are available. Follow the escrow process in PRISM Online for land purchases (fee simple or easement).

To comply with federal rules and state law, RCO established an advance policy for private entities and one for public/quasi-public entities. A public/quasi-public entity is defined as an entity established or authorized by law that would not constitute a private service provider under Revised Code of Washington 43.88.160(5)(e).

Please refer to *Manual 8: Reimbursements* for detailed information on cash advances.

Progress Reports

Sponsors are required to enter two progress reports a year for each funded project using the PRISM online progress reporting tool. Progress reports are identified in the grant agreement milestone dates. The progress report must answer the following five questions:

- Are there any significant challenges that might hinder progress on meeting the project milestones?
- What work was accomplished during the reporting period?
- Does the sponsor anticipate any changes to the project?
- What work is planned for the next reporting period?
- Does the sponsor anticipate the need to request an amendment to the grant agreement in the next six months?

Progress reports for an acquisition project include questions about where the acquisition process stands for properties not yet acquired.

For a restoration project, the sponsor must provide progress metrics on the work completed to date.

PRISM automatically emails the sponsor when a report is due. RCO grants managers may provide feedback on the report or ask for clarification of submitted information. The PRISM module tracks the progress reporting history and is available to lead entities and regions. More [information and training](#) on the PRISM online reporting tools is on the RCO website.

Amendments and Cost Increases

If during an active grant agreement, the project scope, timeline, or cost of completing a project requires a change, the sponsor may request an amendment to the agreement. The sponsor must submit the amendment requests in writing or via the PRISM progress reporting module to the RCO grants manager. Cost and scope change amendments must include an [Amendment Request Form](#). The grants manager reviews amendment requests for clarity and eligibility, and facilitates the review and approval processes per [WCRRI Amendment Request Authority Matrix](#) in appendix D. Once amendments are approved or disapproved, the sponsor will receive a written notice from the RCO grants manager.

Time Extension Amendment

Time extension requests do not require the Amendment Request Form but do require a written request and an updated milestone worksheet with requested new dates. Notify the RCO grants manager of any projected delays associated with the agreement end date (contract termination date) as soon as possible. Delays that affect the agreement's end date require a time extension amendment to the grant agreement. Extension requests must be in writing and provided to RCO no less than sixty days before the

project completion date. Note that funded design projects are not eligible for time extensions and must be complete within eighteen months of the funding date.

RCO cannot guarantee that WCRRI funds will be re-appropriated by the Legislature past the biennium when funds are awarded. A sponsor with a project that goes past June 30 of odd-numbered years or who requests time extensions past this date does so at its own risk. If WCRRI funding does not get re-appropriated, all agreements will be terminated, and work that goes past the end of the funding biennium cannot be reimbursed.

Cost Change Amendment

Reasonable requests for additional money to cover expenses exceeding original budgeted costs will be considered. A dedicated source of funding for cost increase amendments does not exist; however, funds returned from completed projects will be made available on a first-come-first-served basis. The sponsor should consider all potential funding sources (internal, other grant programs, partner agencies, landowners) as part of a strategy to compensate for unforeseen costs. If funds are not available through WCRRI and/or costs are considered unreasonably high, RCO and the WCRRI Steering Committee may require a project scope reduction if possible or termination of a grant agreement. Projects completed under budget, with remaining WCRRI funds at the end of a grant agreement do not require a cost change amendment. All cost change amendment requests must include a revised [Cost Estimate Spreadsheet](#) or similar budget document. Review the WCRRI Amendment Request Authority Matrix (appendix E) for the specific review and approval process with a cost change amendment request.

A sponsor who overspends the project budget does so at its own risk and is not guaranteed a cost increase to cover budget overruns. All cost increase requests should be submitted before over-spending project budgets.

Scope Change Amendment

If a sponsor requests a change in scope for a project, RCO and the WCRRI Steering Committee must approve it first. Consult the RCO grants manager to determine whether the change constitutes a scope change. Scope change amendment requests may require other supporting documents such as a revised [Cost Estimate Spreadsheet](#) or revised project narrative and metrics.

Work that is outside project scope is ineligible, even if the activity is programmatically eligible, and will not be reimbursed. The sponsor should request a scope change before implementing work outside the project scope.

Inspections

After project funding, the sponsor shall provide the right of access to the project area to RCO, or any of its officers, or to any other authorized agent or official of the State of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and quality assurance. Normally, RCO staff conducts four types of project site visits:

- **Pre-award.** Made during the application phase, normally with the applicant to assess the project area and scope of work for eligibility concerns and compatibility with the grant program.
- **Interim.** This inspection, normally coordinated with the sponsor, is made sometime during the project implementation phase to help resolve any apparent or anticipated problems and to monitor project progress.
- **Final.** Before final acceptance of the contractor's work or accepting a project as complete, the sponsor shall request a final inspection by RCO. This request must be made only after the project is complete, architects and/or engineers have made their inspections, and defects have been corrected. It should be scheduled near project completion but still within the performance period of the contractor. The project must be constructed and functional as described in the grant agreement. The final inspection will review the following:
 - Completion of the project scope of work as described in the agreement.
 - Site appearance and construction quality.

When RCO staff's final inspection verifies that the project is complete, the final payment, including retainage, will be made.

- **Compliance.** Performed about every five years to ensure the site is managed and maintained as specified in the grant agreement. After making special arrangements with RCO staff, the sponsor's staff also may perform these inspections.

Final Report

The sponsor is required to complete and submit a final report in PRISM Online at the completion of the project. The sponsor provides a final project description, narrative, and information about the scope and costs of the project. The sponsor will verify or update metrics reported through earlier progress reports and billings. The final report must be submitted within ninety days of the grant expiration date.

The RCO grants manager may return a report to provide feedback or ask for clarification of the information submitted. The grants manager will determine whether any amendments will be required before closing a project.

The grant agreement includes the due date for the final report. PRISM will email the sponsor when the report is due.

Site Maintenance and Long-Term Obligations

A WCRRRI grant comes with long-term obligations to maintain and protect the project area after the project is complete. “Project area” means the area consistent with the geographic limits of the scope of work of the project. For a restoration project, the project area must include the physical limits of the project’s final site plans or final design plans. For an acquisition project, the project area must include the area described by the legal description of the properties acquired in the project. The long-term obligations for WCRRRI projects are described in section 25 of the grant agreement, and *Manual 7: Long-Term Obligations*.

- **Fish Passage Projects.** In addition to the long-term obligations outlined in the grant agreement, the landowner is required to maintain unimpeded fish passage at the project site in perpetuity as specified by [Revised Code of Washington 77.57.030](#). For questions about this law contact the Washington Department of Fish and Wildlife.

RCO recognizes that changes occur over time and that some acquisitions may become obsolete, or the land needed for something else. The law discourages casual discards of land and facilities by ensuring that the grant sponsor replaces the lost value when changes or conversions of use take place.

In general, the project area funded with an RCO grant must remain dedicated to the use as originally funded, such as for habitat restoration purposes, for as long as defined in the grant agreement. For an acquisition project, that period is perpetual. For a restoration project, the ongoing obligation is at least ten years from the date of project closure or more as specified in the landowner agreement (or stewardship plan for sponsor-owned project areas).

A conversion occurs when the project area acquired, developed, or restored with RCO grants is used for purposes other than what it was funded for originally. See *Manual 7: Long-Term Obligations* for a discussion of conversions and the process required for replacement of the public investment. Non-compliance with the long-term obligations for an RCO grant may jeopardize an organization’s ability to obtain future RCO grants.

Prohibited Uses on RCO-Funded Land

Uses of WCRRI-funded land generally are limited to restoration and protection for habitat and ecosystem resiliency purposes. Except as further provided for below and as specifically allowed by RCO as part of a grant agreement or other review process, all uses, infrastructure, and improvements inconsistent with the funded purposes of the grant are prohibited and must be avoided, removed, or demolished.

As part of the application process, an applicant should check with the RCO grants manager to see if any existing or planned permanent uses, improvements, or infrastructure are being considered as part of ongoing stewardship and development of the project area. This information will be reviewed by RCO in accordance with this policy and used to develop the grant agreement together with the sponsor. When merging a WCRRI-funded acquisition project with RCO funding from another program, other relevant policy manuals may be used to determine allowable uses, infrastructure, and improvements.

If a sponsor plans to install permanent improvements or infrastructure on WCRRI-funded land after grant closing, RCO shall be given the opportunity to review the proposal in accordance with this policy. All requested improvements or infrastructure that are not allowed specifically below or which do not clearly meet the criteria below will be reviewed under RCO's Allowable Uses Framework in *Manual 7: Long-Term Obligations*.

Allowed Uses on WCRRI-Funded Acquisitions

Public Use

Projects receiving WCRRI grants for fee-simple land acquisition must be available for public use unless otherwise approved by RCO. For more information on public access requirements and restrictions, see *Manual 3: Acquisition Projects* and *Manual 7: Long-Term Obligations*. This policy does not apply to restoration projects or areas purchased under a conservation easement or similar less-than-fee-simple method.

Public use of WCRRI-funded sites generally will be limited to low-impact, passive recreational and cultural uses consistent with the habitat restoration and ecosystem resiliency purposes funded.

Public Use Infrastructure

To provide for the safety and enjoyment of the public, a sponsor may keep or build minimal outdoor access infrastructure on WCRRI-funded properties. Existing structures may be kept if essential to supporting safe and sustainable public use. New infrastructure is limited to the following:

- Unpaved parking areas and associated access roads if they remain at grade or use existing roadbeds, and are in existing rights-of-way, in previously disturbed open areas, or areas recently cleared as part of demolition.
- Trails, paths, boardwalks, railings, and bridges if they avoid sensitive areas, stay at grade whenever possible, minimize riparian vegetation disturbance, and use gravel or wood chips sparingly as needed to support public safety and accessibility goals.
- Fencing and gates to protect riparian plantings or sensitive habitat from public access, or to delineate high-use recreational areas such as parking lots or trailheads.
- Signs and kiosks to identify boundaries and entrances, recognize funders, share trail information and rules, or provide interpretive information.
- Recreational amenities such as benches, tables, vault toilets, water spigots, drinking fountains, trash cans, bike racks, and small open-air shelters, provided they are sited to minimize disturbance.

Not all allowed public use infrastructure above is eligible for funding. WCRRI funding may be provided for new infrastructure if it is an eligible cost on an acquisition project (see *Manual 3: Acquisition Projects*) or restoration project (see *Manual 5: Restoration Projects*).

Maintenance Infrastructure

Pending review by RCO, limited retention and/or development of permanent maintenance infrastructure is allowed on WCRRI-funded land if needed to support long-term salmon recovery restoration, associated habitat stewardship, or management of public use. Existing structures and associated utilities may remain if essential to the operations and maintenance of the funded site; otherwise, they must be demolished.

New infrastructure is limited to the following:

- Small, enclosed storage or maintenance sheds needed to house tools, vehicles, and other infrastructure and materials essential to the salmon recovery resources of the site.
- Fencing to prevent disturbance of sensitive habitat, natural features, and riparian plantings on the property.

Not all allowed maintenance infrastructure above is eligible for funding. WCRRI funding may be provided for infrastructure only if it is an eligible cost on an acquisition project (see *Manual 3: Acquisition Projects*).

Specific Allowed Uses

Fish Acclimation

Acclimation ponds for rearing juvenile fish species are not eligible for WCRRI funds, but may be allowed on WCRRI-funded properties under the following conditions:

- Fish acclimation occurs in a natural pond, wetland, or stream channel (off-channel or side channel).
- No earth moving, water diversion, or substantial alteration to the existing habitat conditions is conducted. Efforts are taken to use the least impactful methods to achieve project goals; any impacts are mitigated post-project.
- Proposed use is consistent with the terms of the existing WCRRI conservation easement between the sponsor and landowner and approved by the conservation easement holder, where applicable.
- The salmon recovery region or lead entity reviewed and approved the supplementation proposal for consistency with the salmon recovery plan.
- Listed species are not harmed or negatively affected.
- Use of the project site will not impair stream, riparian, or wetland habitat.
- The acclimation period is short-term, typically less than ninety days, and all acclimation-related infrastructure is removed after juveniles are released each season.
- RCO grants manager has approved specific acclimation activities.

Requests for acclimation ponds that do not meet the criteria above must be reviewed under RCO's Allowable Uses Framework.

Land Conveyances to the Federal Government

At times, land purchased with a WCRRI grant may transfer to the federal government for free or in exchange for similar property. In these instances, RCO will use the following process:⁶

⁶Revised Code of Washington 77.85.130(7) states that: (7) Property acquired or improved by a project sponsor may be conveyed to a federal agency if: (a) The agency agrees to comply with all terms of the grant or loan to which the project sponsor was obligated; or (b) the WCRRI Steering Committee approves: (i) Changes in the terms of the grant or loan, and the revision or removal of binding deed of right instruments;

1. Sponsor notifies RCO of the intent to convey land to a federal agency.
2. The RCO grants manager assists in the development of an agreement mechanism to ensure parties consider the appropriate level and scope of habitat protections.
3. Sponsor submits a draft agreement to RCO.
4. WCRRI Technical Review Panel conducts a technical review and assessment of the proposed substitute habitat protections.
5. RCO grants manager and policy staff review the agreement to determine if all criteria were addressed and if the agreement is ready to present to the WCRRI Steering Committee.
6. Staff present the conveyance request to the WCRRI Steering Committee at a public meeting with an opportunity for public comment.
7. The WCRRI Steering Committee may take the following actions:
 - Approve the conveyance and associated habitat protections as presented.
 - Provide additional guidance and request a revised proposal.
 - Deny the proposed conveyance.

If the terms of the original grant were revised, the following criteria must be met to meet the statutory requirement of Revised Code of Washington 77.85.130(7)(ii):

- The WCRRI-funded property must be conveyed in its entirety.
- The sponsor cannot receive compensation in any form for the conveyance unless receiving a property of equal or greater conservation value, including species and habitat, (than the conveyed property) that will remain protected in perpetuity.
- The conveyance agreement must include the original grant conditions except where those conditions are contrary to federal law or policy. In those instances, as directed by the statute, the draft agreement must identify substitute habitat protections.
- Substitute protections must fully meet or exceed the goals and objectives of the original project and result in the outcomes intended in the original grant. If

and (ii) a memorandum of understanding or similar document ensuring that the facility or property will retain, to the extent feasible, adequate habitat protections; and (c) the appropriate legislative authority of the county or city with jurisdiction over the project area approves the transfer and provides notification to the WCRRI Steering Committee.

substitute protections cannot be ensured to fully meet or exceed the goals and objectives of the original grant, other benefits to the targeted species, habitat, or ecosystem functions must be provided that outweigh the potential loss of protection.

- Substitute protections or other intended benefits of the conveyance must support habitat restoration or resilience and produce sustainable and measurable benefits for the target species and their habitats.
- Substitute habitat protections must do the following:
 - Apply to the full parcel of land funded by WCRI.
 - Be long term or in perpetuity, if possible, under federal law and policy.
 - Support those habitat and other ecosystem functions necessary to survival and health of the target species identified in the original grant.
 - Be legally enforceable.
- There must be a low likelihood that future uses on the land will not be conservation-oriented or contrary to the original grant conditions. Measures of future uses include but are not limited to commercial value and resource extraction value.
- The proposed management plan should provide equal or greater stewardship of conservation values than that intended in the original grant.
- Agreement must clearly identify remedies in law, statute, and contract terms.
- The agreement mechanism must be legally enforceable with known remedies.

Other Requirements and Things to Know

Open Public Records Act

RCO records and files are public records that are subject to the Public Records Act.⁷ More information about [RCO's disclosure practices](#) is available online.

⁷"Any project sponsor receiving funding from the WCRI grant program that is not subject to disclosure under chapter 42.56 RCW must, as a mandatory contractual prerequisite to receiving the funding, agree to disclose any information in regard to the expenditure of that funding as if the project sponsor was subject to the requirements of chapter 42.56 RCW." [Revised Code of Washington 77.85.130(8)]

Audits

All records relevant to a WCRRI-funded project must be on file with the grant sponsor and are subject to audit by the State and inspection by RCO. If the auditor's inspection of the records discloses any charges incorrectly claimed and reimbursed, cash restitution of the incorrect amount must be made to the board.

Civil Liability for Landowners

In 2013, state law exempted landowners from civil liability for property damages resulting from habitat projects on their lands. The law amends Revised Code of Washington 77.85.050, which is the salmon recovery law. The law provides specific information on what steps project sponsors and landowners must take to be covered by the exemption. See [RCO's salmon liability fact sheet](#) for more information.

Veterans Conservation Corps

The Department of Veterans Affairs created the Veterans Conservation Corps and maintains a list of veterans with an interest in working on environmental restoration projects. The WCRRI Steering Committee encourages sponsors to incorporate veterans into projects when possible. For additional information about this program, contact the [Veterans Conservation Corps](#) coordinator.

Invasive Species

The Washington Invasive Species Council developed [protocols](#) for preventing the spread of invasive species while working in the field. The WCRRI Steering Committee encourages grant sponsors to consider how their projects may spread invasive species and work to reduce that possibility. Invasive species may be spread unintentionally during restoration activities. Here is how it could happen:

- Driving a car or truck to a field site and moving soil embedded with seeds or fragments of invasive plants in the vehicle's tires to another site. New infestations can begin miles away as the seeds and fragments drop off the tires and the undercarriage of the vehicle.
- Sampling streams and moving water or sediment infested with invasive plants, animals, or pathogens via boots, nets, sampling equipment, or boats from one stream to another.
- Moving weed-infested hay, gravel, or dirt to a new site, carrying the weed seeds along with it, during restoration and construction activities. Before long, the seeds germinate, and infest the new site.

The key to minimizing the introduction and spread of invasive species at a restoration site is twofold: use materials that are known to be free of invasive plants or animals in the project and clean equipment both before and after the job. Equipment to clean should include, but not be limited to, footwear, gloves, fishing equipment, sampling equipment, boats and their trailers, and vehicles and tires.

Grant Program Acknowledgement and Signs⁸

The sponsor must acknowledge WCRRI funding assistance in all projects. This includes the following:

- Written acknowledgement in any news release or publication developed or modified for the funded project.
- Prominent placement of signs at entrances and other locations unless waived by the RCO director. The sponsor may build such signs to harmonize with an existing design standard or request a standard acknowledgement sign from RCO.

For a sponsor developing its own signs, below are suggestions for how to incorporate appropriate acknowledgement:

- Funding provided by the Washington Coast Washington Coast Restoration and Resiliency Initiative grant program
- Grant funding from Washington Coast Washington Coast Restoration and Resiliency Initiative made available through the Washington State Recreation and Conservation Office.

Funding acknowledgement signs must be posted before the grant agreement end date and final reimbursement. RCO may provide free funding acknowledgement signs for this grant program upon request. The sponsor must provide proof of the funding acknowledgement by attaching photographs or other evidence to PRISM.

- Verbal acknowledgement during all ground-breaking and dedication ceremonies.

Projects receiving grants from the PSAR fund should acknowledge that source as well.

The sponsor should notify RCO at least two weeks before any project dedication ceremony and thirty days in advance if an RCO representative or speaker is requested at the ceremony.

⁸Washington Administrative Code 286-13-120

Projects in which posting is impossible due to circumstances out of the control of the sponsor, like restoration, are exempt from this requirement.

Additional Rules and Instructions

RCO may issue additional or modified rules, instructions, interpretations, and guides from time to time as it believes necessary for the effective conduct of the grant program. Such changes may apply to all projects. Whenever possible, sufficient lead time will be given between the announcement and the effective date to minimize impacts to projects already in process at the time of announcement.

Appendix A: Evaluation Criteria

Criteria	Score	Point Guidance
Restoration Benefit–30 Points		
Species	0-10 points	Higher score reflects multiple species, unique populations, and/or important species interactions are positively impacted by the project.
Physical Processes and Features	0-10 points	Higher score reflects projects that recover habitat through process-based solutions. Hardened infrastructure solutions are acceptable but may score lower. Temporary fixes will score low.
Quantity of Benefit	0-10 points	Higher score reflects a higher number of quantified benefits and measurable restoration benchmarks to be achieved.
Community Benefit–30 Points		
Jobs	0-10 points	Higher score reflects a higher number of full-time equivalent (FTE) employees created or maintained directly by the project, newly created and longer lasting FTEs will receive the highest scores.
Local Economic Impact	0-5 points	Higher score reflects projects with more locally based FTEs.
Direct Community Impacts and Improvements	0-10 points	Higher score reflects community benefits, such as improved access, recreation opportunities, public health, or economic resilience.
Threat Reduction	0-5 points	Higher score reflects risk reduction. Increases community resilience to flooding, erosion, fire, climate change effects, and other catastrophic events.
Likelihood to Succeed–20 Points		
Logical Approach and Schedule	0-10 points	Higher score reflects an appropriate and achievable time frame and order of events to complete the project. Demonstrated readiness to proceed.

Criteria	Score	Point Guidance
Appropriate Scope with Clear Goals and Objectives	0-5 points	Higher score reflects that goals and objectives of the project have been communicated clearly within a scope that is achievable and fitting for the project.
Sponsor/Participants Experience	0-5 points	Higher score reflects the project sponsor has a demonstrated ability to complete projects as proposed, on time, and according to budget. All relevant collaborators have been considered/included.
Best Use Public Funds–15 Points		
Budget	0-5 points	Higher score reflects a budget that is realistic and contains sufficient detail.
Matching Funds	0-5 points	Higher score reflects matching resources that may include cash, bond funds, grants (unless prohibited by the funding authority), in-kind labor, equipment, and materials. Not required by WCRRI but demonstrates an ability to leverage project support.
Cost-Effectiveness	0-5 points	Higher score reflects a project that is highly effective or productive relative to cost. Continuing projects demonstrate cost effectiveness of past WCRRI grants.
Local Support–5 points		
Letters of Support	0-5 points	Higher score reflects a letter of support signed and submitted. At least one document must be provided for a project to move forward regardless of rank. One point awarded per organization category (appendix E)

Appendix B: Application Checklists with Forms

The following two tables list the required materials to complete a Draft Project Application and a Final Project Application, respectively.

Draft Project Application Checklist (pre-site visit)

In PRISM online, complete the *Project Details*, *Questions*, *Metrics*, and *Costs* screens for the application.

✓	PRISM Online Attachment Checklist Items	Template/Form Link
	Cost Estimate Spreadsheet. WCRRI recommends using its template or similar format. Attach in PRISM and clearly label as "Cost Estimate."	Optional Template
	<i>Project Details</i> , <i>Questions</i> , <i>Metrics</i> , and <i>Costs</i> pages in the application	Complete in PRISM Online
	Maps: <ul style="list-style-type: none"> • General vicinity map • Site plan for restoration project • Parcel map for acquisition project 	Applicant Creates
	Design Documents for Restoration Project. Preliminary designs are required at final application for an applicant requesting \$350,000 or more in WCRRI funds. See appendix F for design document requirements.	Applicant Creates
	Project Photographs. <ul style="list-style-type: none"> • At least two photographs of site conditions before project implementation are required in .jpg file format. • Additional graphics and photographs to describe the project may be attached in a PowerPoint or PDF document (optional). 	Applicant Creates

✓ PRISM Online Attachment Checklist Items	Template/Form Link
Barrier Evaluation Forms and Correction Analysis Form (fish passage projects only) <ul style="list-style-type: none"> Barrier Evaluation Form is required for a fish passage project (planning or restoration). Correction Analysis Form required for a barrier correction construction project. Completed Barrier Evaluation Forms may be available on the Department of Fish and Wildlife's Fish Passage Map website. 	Barrier Evaluation Forms Correction Analysis Form
Other Materials (optional): Waiver of Retroactivity, graphs, supporting documents, letters of support, etc.	Applicant Creates

Final Project Application Checklist

In PRISM online, complete all application pages, select *Check page for errors* on each page, or *Select application for errors* on the *Submit Application* page to make sure all fields are complete.

✓ PRISM Online Attachment Checklist Items	Template/Form Link
Cost Estimate Spreadsheet. WCRRI recommends using this RCO template or similar format. Attach in PRISM and clearly label "Cost Estimate." Include agency indirect in the estimate.	Optional Template
Landowner Acknowledgement Form. (required for project on land not owned by the applicant or on state-owned aquatic lands)	Form
Project Partnership Contribution Form. A state agency is required to have a local partner; also suggested for organizations other than the applicant (third party) providing match.	Form
Maps: <ul style="list-style-type: none"> General vicinity map Site plan for a restoration project Parcel map for an acquisition project 	Applicant Creates
Design Documents for Restoration Project. Preliminary designs are required at final application for an applicant requesting \$350,000 or more in WCRRI funds. See appendix F for design document requirements.	Applicant Creates

✓	PRISM Online Attachment Checklist Items	Template/Form Link
	Response to Review Panel Application Comments. The applicant must respond to review panel comments and attach in PRISM. Update application as needed.	Update Application, Respond on Review Comment Form
	Project Photographs. At least two photographs of site conditions before project implementation are required in .jpg file format.	Applicant Creates
	Barrier Evaluation Forms and Correction Analysis Form (fish passage projects only) <ul style="list-style-type: none"> Barrier Evaluation Form is required for fish passage projects (planning or restoration). Correction Analysis Form required for barrier correction construction projects. Completed Barrier Evaluation Forms may be available on the Department of Fish and Wildlife's Fish Passage Map website. 	Barrier Evaluation Forms Correction Analysis Form
	Letters of Support (See appendix E)	Applicant Creates
	Priority Habitat and Species Parcel Report Attach a Parcel Report from Washington Department of Fish and Wildlife's Priority Habitats and Species on the web. This will provide a list of species potentially benefitting for the Technical Review Panel evaluation.	Priority Habitat Species
	Other Materials (optional): Waiver of Retroactivity, graphs, supporting documents, etc.	Applicant Creates
	RCO Applicant Resolution and Authorization is required for any non-tribal sponsor that will sign the project agreement.	Form
	RCO Fiscal Data Collection Sheet This form collects information about the applicant's organization's indirect rate and other financial information.	Form

Appendix C:

Funded Project Forms

Landownership Certification Form

This form ensures that the sponsor reviewed property information and that no encumbrances exist that would adversely affect the ability to restore the property. This form is required for all restoration projects and for all preliminary or final design projects after identifying the project site. The sponsor must submit the form before RCO issues a grant agreement. Visit the RCO website to download a [Landownership Certification Form](#).

Landowner Agreements

A landowner agreement is required for a restoration project on land that the sponsor does not own. Provide RCO with a signed landowner agreement before construction or before reimbursement for any construction expenses. The agreement is a document between the sponsor and the landowner that, at a minimum, allows access to the site by the sponsor and RCO staff for project implementation, inspection, maintenance, and monitoring; clearly states that the landowner will not intentionally compromise the integrity of the project; and clearly describes and assigns all project monitoring and maintenance responsibilities. The landowner agreement remains in effect for at least ten years from the date of project completion. The date of project completion is the date of final payment to the sponsor, as defined in section E of the RCO grant agreement. It is the sponsor's responsibility to inform the landowner of this date. Visit the RCO website to download a [Landowner Agreement Form](#).

Acquisition Stewardship Plan

If the sponsor acquired fee-simple land, the sponsor must provide a stewardship plan at the close of the project. A plan is necessary to ensure the landowner will maintain the

property in perpetuity. To download a [template with the recommended plan components](#), visit the RCO website.

Restoration Stewardship Plan

If the sponsor completed a restoration project, the sponsor must provide a stewardship plan at the close of the project. A plan is necessary to ensure the landowner will maintain the project area for at least ten years after completion. Visit the RCO website to download [template with the recommended plan components](#).

Amendment Request Form

A sponsor wishing to request a scope change, time extension, or cost change amendment to the agreement, or wishing to appeal any decision to the WCRRRI Steering Committee may complete an [Amendment Request Form](#) developed for SRFB projects. Submit to the grants manager for review and consultation according to the approval authority matrix in appendix D of this manual.

Appendix D: WCRRI Amendment Request Authority Matrix

All Project Types

Amendment Request: Increase project funds due to project adjustments/overrun⁹

Example: The site had different soil types than expected and it cost more than anticipated to do the geotechnical analysis, design, and install the culvert. Sponsor now requests an increase in WCRRI funds.

Sponsor	May consult
RCO Director	May approve or recommend
WCRRI Technical Review Panel	Available to review amendment
WCRRI Steering Committee	May approve

Amendment Request: Increase or decrease project scope (no funding change)

Example: The sponsor planted three thousand trees and shrubs on three acres of riparian habitat as outlined in the contract. Funds remain and the sponsor wants to plant an additional one hundred trees and shrubs on adjacent acres.

Example: The sponsor plans to remove two barrier culverts. After designing the project, the sponsor only has funds to install one culvert. The sponsor requests a scope reduction but still needs to use all the funds.

Sponsor	May consult
RCO Director	May approve or recommend

⁹Cost increases may be granted only if funding is available.

WCRRI Technical Review Panel	Available to review amendment
WCRRI Steering Committee	May approve

Amendment Request: Change project type

Example: The sponsor proposed to buy floodplain or riparian habitat and reconnect a side channel on a portion of the site. The sponsor now proposes to buy the land only.

Sponsor	May consult
RCO Director	May approve or recommend
WCRRI Technical Review Panel	Available to review amendment
WCRRI Steering Committee	May approve

Amendment Request: Transfer sponsorship

Sponsor	May consult
RCO Director	May approve

Acquisition Projects**Amendment Request: Change site to a contiguous site**

Example: The sponsor proposed to buy six parcels. One of the parcels is not available, and the sponsor asks to buy a different contiguous site.

Sponsor	May consult
RCO Director	May approve site add/change
WCRRI Technical Review Panel	Available to review amendment

Amendment Request: Change site to a non-contiguous site

Example: The sponsor proposed to buy six parcels. One of the parcels is not available, and the sponsor asks to buy a different site on a different part of the river.

Sponsor	May consult
RCO Director	May approve or recommend
WCRRI Technical Review Panel	Available to review amendment
WCRRI Steering Committee	May approve

Amendment Request: Pay more than fair market value (no increase in funding)

Example: The sponsor and landowner negotiate a purchase price above the fair market value.

Sponsor	May consult
RCO Director	May approve more than 10 percent

WCRRRI Steering Committee May approve up to 10 percent

Restoration Projects

Amendment Request: Significant change in the project location

Example: The sponsor is unable to replace a culvert at the proposed location and asks to replace a culvert on another river or Water Resource Inventory Area, or to benefit different fish.

Sponsor May consult
RCO Director May approve or recommend
WCRRRI Technical Review Panel Available to review amendment
WCRRRI Steering Committee May approve

Assessment and Inventory Projects

Amendment Request: Significant change in the location of the study

Example: The sponsor proposed to inventory barriers on a specific river and later asks to inventory another river or Water Resource Inventory Area, or to benefit different fish.

Sponsor May consult
RCO Director May approve or recommend
WCRRRI Technical Review Panel Available to review amendment
WCRRRI Steering Committee May approve

Amendment Request: Change type of study

Example: The sponsor proposed to do an assessment on forage fish but after more research determines an inventory of barriers is more important.

Sponsor May consult
RCO Director May approve or recommend
WCRRRI Technical Review Panel Available to review amendment
WCRRRI Steering Committee May approve

Appendix E: Letters of Support

To be considered for WCRRI funding, a project sponsor must show local support for the proposed project. This may be accomplished by submitting at least one letter of support as a PRISM attachment with the application materials. The letter specifically should mention how the project will benefit the local community (local defined as within the county or Water Resource Inventory Area of project location). The letter must be signed by a qualifying local organization, listed below.

- Citizen or citizen group
- Conservation organization
- Landowner
- Managing entity of a tribal government
- Local elected body (city, county)

A project proposal must include at least one letter of support from outside the sponsor's organization to qualify for the WCRRI list of projects, regardless of rank.

Appendix F:

Design and Restoration Project Deliverables

How Appendix F is Organized

This appendix guides sponsors through the typical stages of site-specific, restoration project development: conceptual design, preliminary design, final design, and construction. It is anchored by the Project Deliverables Table, which outlines the full suite of deliverables included in the design and construction process, how they are connected to a particular project stage, and when each deliverable must be provided to RCO. The Project Deliverables Table is followed by a description of each deliverable.

The goal of this appendix is to allow sponsors to tailor restoration efforts to their projects' needs, complexity, risk, and funding, while maintaining technical rigor, ensuring a consistent approach to project review, and encouraging best practices in the field.

Technical Expectations

While each project is unique, there are certain foundational requirements and analytical approaches common to all restoration projects that will help ensure a smooth technical review and timely completion of deliverables. **All projects are expected to meet the expectations below; failure to do so is likely to have significant implications for technical review and funding.**

Incorporate a Qualified Design Team

Habitat restoration projects require a designer or team with a balance of knowledge and experience in fisheries biology, civil engineering, geomorphology, and other technical fields. The person or team completing the project design should include at least one licensed professional engineer with experience in ecosystems and habitat restoration.

Projects with straightforward project design and minimal sponsor liability concerns may not require a licensed professional engineer and people with applicable experience and technical knowledge may design the project.

If a licensed engineer will not design the project, indicate this in the application and describe the qualifications and experience of the team that will design the project. The Technical Review Panel will use this information during its review.

Use a Standard Design Approach

RCO has supported the development of a series of technical guidance documents through the Washington Department of Fish and Wildlife's Aquatic Habitat Guidelines program, including *Stream Habitat Restoration Guidelines* (2012), *Water Crossing Design Guidelines* (2013), *Marine Shoreline Design Guidelines* (2014), and *Incorporating Climate Change into the Design of Water Crossing Structures* (2017). The Project Deliverables Table was derived from the standards in these guidance documents, and sponsors are encouraged to use these design resources in developing projects.

Provide Analysis and Evaluation

Engineering design and technical evaluation must be focused on achieving the project's goals and objectives. It is not uncommon to spend resources on engineering and other technical analysis that do not support those goals and objectives. Sponsors are encouraged to ensure that their planning and design efforts are focused specifically on achieving the projects' goals and objectives throughout the process. In developing an application, RCO highly recommends sponsors consult chapters 4 and 5 of the *Stream Habitat Restoration Guidelines*, which provide guidance on developing goals and objectives, restoration strategies, and designing and implementing restoration techniques.

RCO has incorporated examples of and guidance for common restoration project goals and objectives in the online application. PRISM also contains many examples of project design deliverables for projects ranging from straightforward fish passage projects to complex, multi-phase, reach-level restoration projects, all of which can help sponsors plan appropriate design efforts.

Submit a Basis of Design Report

A Basis of Design Report is a required deliverable of all RCO-funded design stages and provides a critical record of the technical analyses and decisions that support the design. The report should provide the details necessary for the Technical Review Panel, grants managers, permitting authorities, stakeholders, and other funders to understand how a project meets its goals and objectives. The Project Deliverables Table divides the report into chapters that follow the standard design development process. The level of

completion and detail of each chapter are dependent upon the design stages (conceptual, preliminary, final, design-build) in the project scope.

To understand the report deliverable, RCO has published some [sample design reports](#) on its website to help illustrate the needed level of detail and the layout of a design report.

Project Stages

To promote a consistent technical standard of care and uniform project documentation for the public record, RCO-funded planning and restoration projects largely shall follow four standard project development stages, as further described below. Multiple design stages may be completed within the scope of a single grant or phased in multiple projects. If multiple design stages are in a single project, the sponsor must complete the deliverables from the previous stage before beginning work on the next stage. If design stages are funded in separate projects, the sponsor must submit completed deliverables from the previous stage as part of the application for the next project stage.

Conceptual Design

A conceptual design project involves the selection and high-level design of a preferred, site-specific alternative to achieve desired restoration outcomes that address one or more priorities in a watershed strategy. The conceptual design should be guided by specific desired objectives, collect adequate technical information to evaluate existing conditions and develop alternatives, and result in detailed drawings and a written report sufficient to explain and support the preferred alternative as well as guide the next stages of design. See the Project Deliverables Table and detailed deliverables descriptions below for more information about conceptual design requirements.

Preliminary Design

Preliminary design advances a site-specific alternative into a more detailed understanding and quantification of all the major project elements and results in design drawings and a Basis of Design Report that meet the qualifications for construction permit applications with state and federal agencies. See the Project Deliverables Table and detailed deliverables descriptions below for more information about preliminary design requirements.

Final Design

Final design incorporates technical comments from stakeholders, funders, and permitters into a stand-alone and comprehensive set of final drawings, a Basis of Design report, and technical specifications for project construction. The final design process must address and resolve all substantial issues raised in the permitting and stakeholder review process so that all stakeholders agree on the final plans. See the Project Deliverables Table and

detailed deliverables descriptions below for more information about final design requirements.

Construction

Construction involves implementing and documenting on-the-ground restoration actions as described in approved, permitted designs. Any deviation of the approved design plans during construction should be documented on a revised set of “as-built” drawings using the original design plans as a template. See the Project Deliverables Table and detailed deliverables descriptions below for more information about construction requirements.

Field-Fit Projects

Sponsors are expected to complete all final design project deliverables as specified in the Project Deliverables Table before moving to the construction stage. However, depending on the circumstances and permitting requirements, some projects may be suitable to proceed directly to construction without the full suite of required final design deliverables. Because the elements are adjusted to fit the specifics of the site as part of the construction phase rather than during final design, RCO refers to these projects as “field-fit” projects.

Field-fit projects are eligible for funding only when the proposed project meets the following criteria:

- If requesting less than \$350,000 from WCRRI for restoration and design, conceptual design deliverable requirements have been completed before application, including detailed design drawings and written description of a preferred alternative consistent with the standards described in Deliverable 3.c below.
- If requesting more than \$350,000 from WCRRI for restoration and design, preliminary design deliverable requirements have been completed before application.
- The sponsor and the design team can illustrate they have extensive experience successfully implementing the project type being proposed and can provide a high-level of construction oversight.
- The project type is less complicated, with well-established methods and specifications, and a record of successful performance that suggests it can be effectively “fit in the field.”

- Liability and landowner concerns are minimal, with low risk for damaging critical infrastructure (homes, bridges, railroads, nearby unstable slopes, etc.) and existing intact salmon habitat.
- Design is straightforward, requiring less detailed drawings for permitting and construction than typically would be required as part of a final design report.

If funded, all field-fit projects must still, at a minimum, do the following:

- Obtain all required construction permits.
- Result in post-construction deliverables before closing, including as-built drawings and an updated Basis of Design Report based on final field implementation.

If requesting funding for a field-fit project based on the above criteria, indicate this on the application and consult with a grants manager about the planning deliverables that will be submitted to RCO before construction.

Depending on the project specifics and Technical Review Panel recommendations, RCO may determine that the project is not appropriate for the field-fit pathway, require a field-fit project to submit additional design deliverables for review before receiving construction funding as part of the special conditions section of the project agreement, or require the sponsor to complete additional design deliverables as part of a stand-alone planning project before applying for construction funding.

Project Deliverables Table

The table below outlines the standard steps for site-specific restoration projects. This table specifies which deliverables are required for each stage of project development and when each deliverable must be provided to RCO. Each project deliverable and its expected level of detail is explained below the table.

This appendix should serve as a key resource in developing a design or construction project application and scopes of work for the design and engineering teams. Note, for applicants applying for funding for multiple project stages as part of a single application, the earliest phase of funding forms the basis for required deliverables at application, and the last phase of the funding request forms the basis for required deliverables at closing.

Ask questions in advance about a particular design element and don't assume an element can be left out. The grant agreement ultimately will include the specific design deliverables required based on project type, application, local evaluation, Technical Review Panel recommendations, and the sponsor's experience.

Appendix F: Design and Restoration Project Deliverables

Deliverables		Project Stage				
		Conceptual Design	Preliminary Design	Final Design	Construction	Field-Fit Projects
1	Design Drawings	Due by closing	Conceptual due at application; Permit ready designs due by closing	Conceptual or preliminary due at application; Final due by closing	Due at application	Due at application
2a	Basis of Design Report: Introduction, Goals, and Objectives	Due by closing	Due at application	Due at application	Due at application	Due at application
2b	Basis of Design Report: Site Characterization	Due by closing	Due at application	Due at application	Due at application	Due at application
2c	Basis of Design Report: Alternatives Assessment and Selection	Due by closing	Due at application	Due at application	Due at application	Due at application
2d	Basis of Design Report: Cost Estimate	Estimate Due by closing	Updates due by closing	Updates due by closing	Due at application	Estimate due at application
2e	Basis of Design Report: Design Considerations, Evaluations, and Analyses	—	Due by closing	Updates due by closing	Due at application	May be required before construction
2f	Basis of Design Report: Permitter and Stakeholder Consultation	—	Due by closing	Updates due by closing	Due before construction	May be required before construction
3	Landownership Certification Form	—	Due before agreement	Due before agreement	Due before agreement	Due before agreement
4	Construction Permits	—	Optional	Optional	Due before construction	Due before construction
5	Construction Quantities	—	—	Due by closing	Due before construction	May be required before construction

Deliverables		Project Stage				
		Conceptual Design	Preliminary Design	Final Design	Construction	Field-Fit Projects
6	Final Design Technical Specifications	—	—	Due by closing	Due before construction	May be required before construction
7	Contract Bidding Documents and Conditions	—	—	Optional	Due before construction	Due before construction
8	Landowner Agreement	—	—	—	Due before construction if land not owned by sponsor	Due before construction if land not owned by sponsor
9	As-Built Drawings and Documentation	—	—	—	Due by closing	Due by closing
10	Stewardship Plan	—	—	—	Due by closing if land not owned by sponsor	Due by closing if land not owned by sponsor

Project Deliverables Table Descriptions

1. Landowner Acknowledgement Form

When a geographically designated, site-specific project is ready to move through the standard design process, all impacted landowners must be made aware of the project. Provide signed Landowner Acknowledgment Forms for all known and potentially impacted landowners. This requirement must be met before any stage of design or construction; however, once a landowner has signed an acknowledgment form, new forms are not required at subsequent stages of design or construction unless landownership has changed or a substantial amount of time has passed between design stages.

For more information on control and tenure documentation, see section 4.

2. Cultural Resources Compliance

Real property restored through RCO funding is subject to [Governor's Executive Order 21-02](#) or compliance with section 106 of the National Historic Preservation Act. RCO requires documented compliance with the applicable cultural resources review

process before any ground-disturbing activities (including demolition). RCO will begin the initial consultation during the conceptual design stage. If next steps or further review is determined to be necessary, these should be included in subsequent design applications.

For more information on cultural resources review, see section 4.

3. Basis of Design Report

The Basis of Design Report is a detailed record of a project design process that accompanies visual plans and drawings. The following steps or chapters outline the full suite of information that should be considered and documented if appropriate for the project type. Pay most attention to ensuring the project provides the content outlined in these chapters, rather than adhering to the layout.

3a. Introduction, Goals, and Objectives

The project introduction should include a clear explanation of the fundamental purpose of the project, description of the site-specific limiting factors for specific Endangered Species Act-listed salmonids and applicable life stages, and the specific habitat restoration goals and objectives of the project. Identifying goals and objectives for each project is a critical technical framework that demonstrates a project's certainty of success and benefits for salmon recovery. The goal of the project should be to remedy observed problems by addressing the problems' root causes.

Goals—Goals should articulate desired biological outcomes (i.e., desired future conditions) and what salmonid species, life stages, and/or seasonal needs will benefit from those outcomes.

Objectives—Objectives define the specific project outputs that will be produced to achieve the stated project goals. As described in the grant application, each objective should be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound). Note that project objectives are not the same as work tasks in a project's scope of work.

The PRISM grant application contains links to examples of goals and objectives that are appropriate for the various types of funded projects (e.g., acquisition, assessment, design, and restoration projects). Sponsors are encouraged to review these examples and consult with experienced design professionals, the Technical Review Panel, and grants managers to help frame clear goals and objectives for their projects.

3b. Site Characterization

A detailed characterization of the existing conditions relevant to project design, in the context of established goals and objectives. The level of information will vary from project to project, but typically includes the following elements when available:

- A summary of site, reach, and watershed conditions
- Site history leading to the observed problems
- Biological and water quality factors as they relate to the project conditions
- Topographic, geomorphic, and vegetative survey information
- Surrounding habitat types and land uses
- Landowner and community expectations
- Water velocities, depths, and flow rates applicable to species and life stages being targeted by restoration practices
- Groundwater or hyporheic flow ranges
- Tidal elevation and ranges
- Available sediment sampling information
- Site constraints and maintenance requirements that may present challenges to natural process-based restoration

3c. Alternatives Assessment and Selection

A core element of the restoration planning process is the identification of multiple alternative approaches to meet the project's goals and objectives. This section should include identification, description, and evaluation of design alternatives considered to achieve the project goals and objectives culminating in selection of a preferred alternative.

Include a written comparison of each of the alternatives through a thorough evaluation process based on consistent criteria. The applicant is highly encouraged to include visual depictions (maps with design elements applied to the specific site) or typical-style drawings to show comparison of alternatives. When assessing alternatives, the applicant should consider the following evaluation criteria, at a minimum:

- Connection to project goals and objectives

- Tangible benefit to all targeted species and life stages
- Stakeholder comments and community support
- Economic feasibility (appropriate cost-to-benefit ratio)
- Likelihood of success
- Ongoing maintenance requirements
- Project sustainability and resilience

The sponsor must clearly identify and justify the selection of a preferred design alternative to achieve project objectives, which will form the basis of all subsequent design stages.

The preferred alternative should include a detailed written description of all proposed design elements. To meet conceptual design requirements, the preferred alternative should be depicted in an accurately scaled site plan view drawing of existing conditions and project elements. Specifically, the drawings for the preferred alternative must include, at a minimum, the following:

- An area/location map
- Property boundaries and land ownership (either surveyed or approximated)
- Roads and other existing infrastructure
- Scale and north arrow
- Water bodies and direction of flow
- Bank-full width (freshwater), mean high water line (marine)
- Approximate location and appropriately scaled dimensions of proposed design elements

3d. Cost Estimate

The level of detail and accuracy of a cost estimate for construction is driven by the stage of design. Conceptual design-level construction cost estimates are rough calculations often not based on thorough quantification of all project costs but rather professional opinion of similar project costs. Conceptual cost estimates are intended to be an initial estimate to help inform evaluation of project alternatives.

Preliminary-level design cost estimates should be the result of quantified costs derived from the design process to be further refined and updated at final design. Detail should include estimates of line items such as the following:

- Materials
- Contract labor costs
- Construction supervision
- Special services such as surveys, materials testing, and geotechnical
- Sales taxes

3e. Design Considerations and Analyses

This chapter outlines the specific design criteria that define the intent and expectations for each project element. Design criteria are specific, measurable attributes of project features that clarify the purpose of each project element and articulate how each element will contribute to the project's overall goals and objectives. Include justification and documentation of design methods applied, including assumptions that facilitated the design. Provide a summary of data output and analysis of each technical assessment required to support the proposed design elements. Full data output should be referenced to an appendix.

3f. Permitting and Stakeholder Consultation

A description of regulatory and/or other public consultation activities. Review and address comments from agencies and other stakeholders in the Basis of Design Report, if comments were received. This section is optional based on proposed deliverables in the application or as outreach, feedback, and discussion with stakeholders occurs during the design process.

3g. Appendices

All raw data, computational data, model output, and other reports (geotechnical, hydraulic modeling, topographic survey, wetland delineation, etc.) must be included in the Basis of Design Report, either as appendices or incorporated into the Design Considerations and Analysis chapter (3e).

4. Design Drawings

The preparation of design drawings is key to completing a successful habitat restoration project. All design and restoration projects require design drawings in digital format (e.g., AutoCAD). Each drawing should be to scale, with vertical and horizontal scales on the drawings being kept the same when possible.

For the preferred alternative, minimum drawing requirements are the depiction of all elements of the project in sufficient detail to support project permitting and include at least the following:

- Existing site plan showing area/location map; property boundaries; landownership; road, utilities, or other infrastructure as appropriate; scale; north arrow; water bodies and direction of flow; and bank-full width or mean low and high water (marine waters).
- Project site plan view drawing(s) showing proposed actions overlaid on the site plan (above). The site plan should include all project elements including installation and removal of fill, wood, rock, culverts, and infrastructure; clearing and staging; dewatering, etc. Additional structural design details should be included as needed.
- Longitudinal profile and multiple cross-sections at important project locations showing water surface elevations relevant to the design (e.g., ordinary high water, maximum design flow, tidal elevations, flood elevations.)
- LiDAR (Light Detection and Ranging) layer with location of all major project elements, if available.

Additional design drawings should be included where available for complex projects or projects with multiple features or multiple sites.

5. Landowner Certification Form

See appendix E: Funded Project Forms, for more information about the Landowner Certification Form.

6. Construction Permit Applications

Provide permit applications to the RCO grants manager or in a PRISM progress report. This step is optional at the final design phase because, for some sponsors, this step is more practical during the construction phase.

7. Construction Permit Receipts

Provide proof of permit receipt (e.g., copies of permits or permit numbers and issue dates) to the RCO grants manager or in a PRISM progress report. This step is optional at the final design phase because, for some sponsors, this step is more practical during the construction phase.

8. Construction Quantities

Quantified materials outlined on drawing plans or separately. Level of detail is dependent upon stage of design but typically is provided initially at preliminary design and is refined at final design to ensure well developed bid packages.

9. Final Design Technical Specifications

Support all work shown on project drawings with one or more technical specifications to further describe and/or control the work. The construction contractor should know about project materials, technical requirements, project elevations, permit requirements, or any other elements of the proposed project. Clear and detailed technical specifications reduce on-the-ground adjustments and changes that may deviate from the original project objectives.

10. Contract Bidding Documents and Conditions

If the sponsor's construction crew will build the project, then bidding documents and contract conditions are not required; however, the requirements for technical specifications and a detailed list of work items (above) still apply.

Bidding documents should include a bid form, definitions, a proposed agreement (to be between the sponsor and contractor), general conditions, special provisions, technical specifications, and the project drawings (usually bound separately).

Sponsors should select contractors using good business practices, which could include selective negotiations with known contractors, public advertisement for bidding, or competitive bidding using some combination of proposed price and contractor qualifications. The contractor selection process should be objective and defensible in case of contest and follow all applicable state and required federal procurement procedures.

11. Landowner Agreement

Landowner agreements are required for restoration projects on land that the sponsor does not own. See appendix C: Funded Project Forms for more information about the Landowner Agreement Form.

12. As-Built Drawings and Documentation

Document all changes made during construction. "As-built drawings" is the conventional term applied to project design drawings modified by the engineer after completion of construction to document the completed project. Prepare as-

built drawings if changes were made to the final design during construction or if the sponsor used a field-fit construction approach. Submit these drawings to the RCO grants manager after project completion. Instead of the conventional as-built drawings described above, RCO may allow the sponsor to submit the following as-built documentation:

- Original final designs (if no changes were made during construction)
- Original final designs with a list of change orders describing the construction changes
- A design memo from the engineer with notations on the final design/construction plans identifying the changed elements of the project with photo points and photographs showing the project after construction

13. Restoration Stewardship Plan

If a sponsor completes a restoration project on land owned by someone else, a ten-year stewardship plan must be completed before the close of the project. A plan is necessary to ensure the landowner will maintain the project area at least ten years after completion. Visit the RCO website to download a [Restoration Stewardship Plan Template](#) with recommendation components.